

Department of Health and Human Services

Substance Abuse and Mental Health Services Administration

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

SP-06-003

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

Key Dates:

Application Deadline	April 10, 2006
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.....3
 1. Introduction3
 2. Expectations4

II. Award Information6
 1. Award Amount6
 2. Funding Mechanism.....6

III. DFC Eligibility Requirements.....7
 1. DFC Eligible Applicants7
 2. Cost Sharing9
 3. Other.....10

IV. APPLICATION AND SUBMISSION REQUIREMENTS.....10

V. APPLICATION REVIEW INFORMATION.....11
 1. EVALUATION CRITERIA.....11
 2. REVIEW AND SELECTION PROCESS.....17

VI. AWARD ADMINISTRATION INFORMATION18
 1. AWARD NOTICES.....18
 2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....18
 3. REPORTING REQUIREMENTS18

VII. AGENCY CONTACTS.....19

ATTACHMENT 1: SAMPLE Budget and Budget Justification.....20

ATTACHMENT 2: APPLICATION AND SUBMISSION REQUIREMENTS.....27

ATTACHMENT 3: SAMPLE PROGRAM ABSTRACT.....38

ATTACHMENT 4: SAMPLE LOGIC MODEL.....39

I. FUNDING OPPORTUNITY DESCRIPTION

1. Introduction

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Substance Abuse and Mental Health Services Administration (SAMHSA), Department of Health and Human Services (HHS) announce the availability of funds for new FY 2006 Drug Free Communities Support Program (DFC) grants.

DFC is a collaborative initiative sponsored by ONDCP in partnership with SAMHSA in order to achieve two major goals:

- 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.
- 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.

Congress signed the Drug-Free Communities Act (P.L. 105-20) into law on June 27, 1997. The Act provides financial assistance and support to community coalitions to carry out the mission of reducing substance abuse among the nation’s youth. On December 14, 2001, P.L. 107-82, 115 Stat. 814 (2001), reauthorized the program for 5 years.

Since 1998, ONDCP has awarded approximately 1,116 DFC grants, with an additional 120 new awards expected in FY 2006. The community sites that have been awarded grants represent a cross-section of projects from every region in the nation and include rural, urban, suburban, and tribal communities. The program has given priority to economically disadvantaged areas or counties in which 20 percent or more of the children are living in a household below the poverty line, as defined by the U.S. Census Bureau.

Additional grantee information is available on the DFC web site www.dfc.samhsa.gov.

2. Expectations

2.1 Strategic Prevention Framework



DFC grantee coalitions must use the Strategic Prevention Framework (SPF), a 5 step evidence-based process for community planning and decision-making. The 5 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).

2.2 Direct Services Requirement

No more than 20 percent of DFC grant funds may be used for direct services. Direct services are those where the primary focus of the intervention is on providing a *distinct and ongoing service or activity for a specific individual or group of individuals*. The performance of the services would likely take place in a consistent venue, e.g., school, health clinic, community center, etc. The service recipient is likely referred, directed, or enrolled.

Identification of the alcohol and drug abuse related needs of the community and activities to support development of a continuum of services to respond to them (such as prevention programs, parent education, early intervention, treatment, and recovery support services) would be indirect services, as long as the primary focus is on the identification of the needs, not in the provision of the services, themselves. Often, coalition partners implement the direct services in order to carry out the community prevention plan.

Indirect activities such as staff conferences, consulting or coordinating between prevention professionals, brokering between community systems, implementing community-wide strategies, facilitating meetings or one time activities, coordinating activities, planning or sharing information with professionals in varied sectors, such as

schools, law enforcement, the faith community, treatment, prevention, business, civic groups, health care professionals, as well as youth in the community; and educating sectors about substance abuse.

SAMHSA and ONDCP will use the budget and budget justification submitted with the application to determine how much of the DFC funds are proposed to support direct services. Note that the salary and fringe benefits of staff conducting direct services as well as materials for direct service programs (i.e. manuals, videos, etc.) will count toward the 20%. Applicants may not serve as a conduit for an award to another party to conduct direct services.

2.3 National Meeting Requirement

DFC applicants are required to send two people (one must be the Project Director) to a 2-day New Grantee Workshop in Washington, D.C. in the first year of the grant award. The application must include funding for this travel in the budget.

2.4 Sustainability

If funded under this grant program, the grantee will be required to submit a comprehensive sustainability plan, including a budget, in the third and eighth years of funding. The narrative portion of the sustainability plan must articulate how the community will ensure the continuation of effective policies, strategies, and practices when Federal assistance is no longer available. The plan must identify specific strategies to be sustained; identify the money, time, technology, and talent required to sustain those strategies; identify the individuals and/or organizations who will assume responsibility for sustaining those strategies; and include specific plans to solicit substantial financial support from non-Federal sources to demonstrate that the project will be self-sustaining when Federal assistance is no longer available.

2.5 Data and Performance Measurement Requirements

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 report annually on the degree to which the annual targets were met. DFC grantees are required to provide data on the following measures for the coalition’s entire target community and to 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).

The terms and conditions of the grant award will specify the data to be submitted and the schedule for submission of data using an on-line data reporting system.

2.6 Evaluation Requirements

DFC applicants are required to describe plans for local evaluation in Section E of their applications. The evaluation consists of both process and outcome measures, and should be designed to guide decision-making and provide continuous feedback to the coalition and other stakeholders. DFC grantees are required to participate in the National DFC Evaluation which is intended to measure the progress and development of DFC coalitions.

2.7 Pre-Application Workshops

Potential applicants, including first-time or current grantees applying for year 6 funding, are invited and encouraged to attend one of the following 4 pre-application technical assistance workshops planned to be held in the following cities:

<u>Washington, DC</u>	<u>February 17, 2006</u>
<u>Oakland, CA</u>	<u>February 24, 2006</u>
<u>Houston, TX</u>	<u>March 1, 2006</u>
<u>Detroit, MI</u>	<u>March 3, 2006</u>

More information and subsequent updates about the workshops can be found at www.dfc.samhsa.gov.

II. Award Information

1. Award Amount

Approximately \$12 million will be available for 120 new FY 2006 DFC awards. “New” is defined as any of the following: 1) never have received DFC funding; 2) previously received but had a lapse in DFC funding; or 3) applying for a second project period. Applicants may request project periods for up to 5 years.

Proposed budgets cannot exceed \$100,000 per year, the allowable amount for any year of the project. Annual continuation awards will depend on the availability of funds, grantee progress in meeting requirements, implementation of the SPF, and timely submission of required data and reports.

2. Funding Mechanism

DFC awards will be made as grants.

III. DFC Eligibility Requirements

1. DFC Eligible Applicants

DFC grant funds are intended to support community-based coalitions. According to the Community Anti-Drug Coalitions of America (CADCA), “A coalition is a formal arrangement for cooperation and collaboration between groups or sectors of a community, in which each group retains its identity but all agree to work together toward a common goal of building a safe, healthy, and drug-free community.”

The following is a summary of the DFC eligibility requirements and the **minimum** documentation applicants must provide in Section F of their application. *If an application does not meet the eligibility requirements, it will not be forwarded for review.*

DFC ELIGIBILITY REQUIREMENTS	DOCUMENTATION
<p>1.1 The coalition must be a legally eligible entity. <i>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 and fiscal agent for the grant. That is, a single organization (i.e., the coalition or its fiscal agent) must be the legal applicant, the recipient of the award, and the entity legally responsible for satisfying the grant requirements. Legal/fiscal agents 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.</i></p>	<p>1.1 Applicants should simply state they are a legally eligible entity.</p>
<p>1.2 The coalition must have as part of its principal mission the goal of reducing substance abuse among youth.</p>	<p>1.2 Applicants must provide a copy of the coalition’s mission statement in order to document eligibility.</p>
<p>1.3 The coalition’s goals and objectives must target multiple drugs and address the two major DFC goals.</p>	<p>1.3 Applicants should state that they are targeting multiple drugs and addressing the two DFC goals. Applicants must support this statement with the information provided in Sections A-K of their applications.</p>
<p>1.4 The coalition must demonstrate that coalition members have worked together on substance abuse prevention for a period of not less than six months before submitting this application, acting through entities such as task forces, subcommittees, or community boards.</p>	<p>1.4 Applicants must submit two sets of meeting minutes for a period of not less than six months before submitting this application. At least one set of minutes must reflect a meeting held before October 2005. The minutes must demonstrate that the coalition has substantial involvement and participation from its membership as well as volunteer community leaders.</p> <p>Applicants must also submit copies of the memorandum of understanding (MOU) between the applicant and the sectors/organizations/members stating their contribution(s) to the DFC coalition. The originals must</p>

DFC ELIGIBILITY REQUIREMENTS	DOCUMENTATION
	be maintained in the official files of the grantee coalition.
<p>1.5 The coalition must have representation from its targeted community and include a minimum of one member/representative from each of the following 12 sectors:</p> <ul style="list-style-type: none"> -youth (an individual 18 or under); -parents; -business community; -media; -school; -youth-serving organization; -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 (if applicable, the State authority with primary authority for substance abuse); -other organizations involved in reducing substance abuse. <p><i>A coalition member is defined as a representative of the community who participates in regularly scheduled coalition management and planning meetings and is an active participant and contributor to the coalition's activities, events, and strategic planning. A sponsor/supporter is not necessarily the same as an active coalition member. For purposes of this application, an individual coalition member may not represent more than one of the above categories.</i></p>	<p>1.5 In table format, applicants must list the 12 sectors; the member(s)/ person(s) representing that sector; the name of their agency/organization, if applicable; and their contribution to the coalition's activities.</p>
<p>1.6 The coalition must demonstrate that it has substantial participation from volunteer leaders in the community.</p>	<p>1.6 Applicants must provide:</p> <ul style="list-style-type: none"> -an organization chart that reflects the coalition's structure, relationship to an umbrella agency or other separate entities, and staff positions funded through DFC funds and matching funds. -brief history of the coalition that discusses when it was formed, for what purpose, and significant changes made or planned in the structure and mission. -meeting minutes that reflect substantial participation from volunteer leaders in the community <p>*These support materials must be consistent with information provided in Sections A-K.</p>
<p>1.7 The coalition must demonstrate that it responds to substance abuse prevention in the community in a comprehensive and long-term fashion and works to develop consensus regarding the priorities of the community to combat substance abuse among youth.</p>	<p>1.7 Reviewers will look for evidence of this throughout your responses in Sections A-K.</p>
<p>1.8 Applicants/fiscal agents may submit only one application under this funding announcement. Two</p>	<p>1.8 Each applicant must provide detailed plans for collaboration and each must meet the eligibility</p>

DFC ELIGIBILITY REQUIREMENTS	DOCUMENTATION
<i>coalitions may not serve the same geographic area unless both coalitions have clearly described their plan for collaboration in their applications and each coalition has independently met the eligibility requirements.</i>	requirements. To view a list of all current DFC grantees, visit www.dfc.samhsa.gov and click on “Grantees”
<i>1.9. Statewide substance abuse prevention coalitions may apply provided they meet all of the eligibility requirements.</i>	1.9 Applicants must address eligibility requirements in III. For a statewide coalition, sector members must represent a geographic area consistent with the coalition’s target area. (e.g., a single county sheriff would not qualify as a law enforcement representative for a statewide coalition.
<i>1.10 No more than 20% of the grant award may be used for direct services.</i>	1.10 The budget and budget justification submitted with the application will be used to determine how much of the DFC funds are proposed to support direct services. Note that the salary and fringe benefits of staff conducting direct services as well as materials for direct service programs (i.e. manuals, videos, etc.) will count toward the 20%.

2. Cost Sharing

The DFC authorizing legislation requires grantees to demonstrate that they have matching funds from other, non-Federal sources. Applicants must itemize the match separately in the budget worksheet and explain the match separately in the budget justification. (A sample budget and budget justification is provided in Attachment 1 of this announcement). Applicants in their first cycle of DFC funding are required to have, each year, 100% match of support from other, non-Federal sources. Applicants in their second cycle of DFC funding (years 6-10) are required to have the following percentage of match:

Years of Funding Requested	Matching Requirement
6	100%
7	125%
8	125%
9	150%
10	150%

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 DFC coalition such as office space, volunteer secretarial services, pro bono accounting services, or other personnel serving in a volunteer capacity.

Federal funds, including those passed through a State or local government, cannot be used as a match. The exception is for funds appropriated for the substance abuse services 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 may be counted as non-Federal funds raised by the coalition.

All applicants must clearly state the program award year for which they are applying. If you have received DFC funds in the past, but are not currently a DFC grantee, you must indicate how many years you have received DFC support.

3. Other

Applicants must use Application Form PHS 5161-1 and must 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 document.

IV. APPLICATION AND SUBMISSION REQUIREMENTS

1. Address to Request Application Package

You may request a complete application kit from SAMHSA's National Clearinghouse for Alcohol and Drug Information (NCADI) at 1-800-729-6686. You also may download the required documents from the SAMHSA web site at www.samhsa.gov/grants/index.aspx

Additional materials available on this web site include:

- a 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
- enhanced instructions for completing the PHS 5161-1 application.

When submitting an application, be sure to type "SP-06-003, Drug-Free Communities Support Program" in Item Number 10 on the face page of the application form. Also, SAMHSA applicants are to 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.

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.

Because grantees in the Drug-Free Communities Support Program may use up to 20 percent of the grant funds to provide direct substance abuse prevention services, applicants are required to complete the Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations, Form SMA 170. This form will be posted on SAMHSA's website with this Request for Applications (RFA) and provided in the application kits available at NCADI. **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 reviewed.**

3. Submission Dates and Times: Applications must be received by **April 10, 2006**. You will be notified by postal mail 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, or that do not have proof of timely submission as described in Attachment 2 of this RFA, 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). E.O.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.

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

Your application will be reviewed and scored according to the quality of your response to the Project Narrative requirements (Sections A-E). **In developing the Project Narrative section of your application, USE THE FOLLOWING INSTRUCTIONS INSTEAD OF THE “PROGRAM NARRATIVE” INSTRUCTIONS FOUND IN THE PHS 5161-1.**

- **You should respond to every question in each category of the Project Narrative below (Community Assessment, Capacity Building, Project Planning, Implementation, and Evaluation). You must provide a narrative response with the question shown directly above each response. Each section has points associated with it and reviewers will provide an overall score for each section.** The number of points after each heading below is the maximum number of points a review committee may assign to that section of your Project Narrative. Peer reviewed applications will receive a total score between 0 and 100.
- SAMHSA will be looking for evidence of cultural competence throughout the application. SAMHSA’s guidelines for cultural competence can be found on SAMHSA’s web site at www.samhsa.gov. Click on “Grants.”
- The Supporting Documentation provided in Sections F- K will also be considered by reviewers.
- In order to be eligible to apply for this grant, you must be a community anti-drug coalition and not a direct service provider.

Project Introduction—Logic Model (Unscored) – The Project Narrative requirements for DFC grant applications are organized around the five steps of the Strategic Prevention Framework. To better understand the connections across the SPF, applicants are required to provide their logic model in the project introduction. *A sample logic model that can be adapted to your coalition’s needs is provided in Attachment 4 (Source: National Coalition Institute).*

Section A: Community Assessment (20 points)

In this section, you must document your community assessment efforts. This information serves as the basis for your project narrative.

1. Has your coalition conducted a comprehensive community assessment of the community’s substance abuse problem(s) and corresponding needs? (Yes/No)
2. Did you collect data or information to identify the youth drug problem(s) in your community? (Yes/No)
3. If yes, what specific data, findings, or information supports your decision to address the specific drug use problems? Please describe the specific sources of the data and how the data support your findings. Be sure to include baseline data on the four GPRA measures discussed in Section I, Expectations, 2.5, “Data and Performance Measurements Requirements.”
4. What are the youth risk and protective factors in your community that you have identified as needing attention?
5. What are the specific youth drug use problem(s) in your community that your coalition believes require attention and why?
6. What methods did you use to collect data or information (e.g. school surveys, focus groups, mining existing data sources from law enforcement, hospitals, etc.)?
7. How do you plan to continually check the accuracy of your original community assessment?

Section B: Capacity Building (20 points)

In this section of the Project Narrative, applicants should describe capacity building efforts within the coalition and the coalition’s ability to lead and manage change within the community.

1. What resources do you need to address the problem(s) identified in your community assessment?
2. What current financial and other resources (people, leadership, training, knowledge, etc.) do you have in place that is appropriate to address the identified youth drug use problems in your community?
3. What deficiencies exist in the capacity of your community and/or coalition to effectively deal with the identified problems (e.g., difficulty in retaining key sectors or actively involving them in planning and implementation; human or financial resources; lack of awareness or acceptance of problems; policies or community norms that promote substance abuse, etc.)?
4. How do you plan to address these specific deficiencies?

5. How and why were the specific individuals selected to represent the 12 key sectors and what are your plans to recruit, actively involve, and retain additional coalition members and community stakeholders?
6. How do you plan to maintain and strengthen the coalition over the next year?
7. How will your coalition train, encourage, and mobilize your current and future leaders, workers, and volunteers?
8. How have you determined that you will be successful in addressing the youth drug use problems you have identified in your community assessment?

Section C: Project Planning (25 points)

In this section, you will address the DFC strategic planning process.

1. Does your coalition have a project plan in place? (A project plan is the plan that spells out what you would do if awarded this grant.) (Yes/No)
2. Do you have a resource development plan to ensure that you are able to meet the matching requirements of the DFC grant? (Yes/No)
3. Do you have a long term sustainability plan for your strategies? If yes, please briefly describe this plan.
4. The coalition should develop and carry out a plan that is community focused, not simply focused on preparing and assisting individuals. A community coalition must focus on changing the full environment by identifying and implementing strategies that will affect community attitudes, perceptions, norms, and beliefs around alcohol and other drugs. Describe how your project plan is community focused.

In this section of the project narrative, applicants should:

- Provide evidence that you will address the goals of the DFC program.
- Effectively and realistically tie the identified problems from your community assessment to the goals of your specific project, your objectives within each of these goals, the activities as they relate to each of these objectives, and the sector(s) that will be included in carrying out each of the specific activities, policies, practices, and strategies.
- For each DFC goal, describe your coalition's objectives (Goal-→ Objective). For each objective, describe the combination of activities, policies, practices, and strategies the coalition will undertake to achieve the objective (Objective-→ Strategy/Activity). For each activity, report the timeline for implementing the activity, the measures for evaluating success, and the sector(s) responsible or involved (Activity-→ Timeline, Evaluative Measure, Responsible Sector(s)). Because youth drug use is a local problem, and community coalitions are the entities in the community who identify and address root causes of youth drug use, you are encouraged to identify additional (community specific) goals and related objectives, activities, timelines, and measures. An effort should be made to use multiple sectors in the development and implementation of specific strategies.

The following is the format to be followed:

Goal One:

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, including those listed above. When the term “drug use” or “substance abuse” is used in this funding announcement, it is intended to include all of the above.

Objective:

Activities/Strategies
Timeline
Measure
Sector(s) Responsible/Involved

Goal Two:

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.

Objective:

Activities/Strategies
Timeline
Measure
Sector(s) Responsible/Involved

Section D: Implementation (20 Points)

1. Are there specific resources (e.g. materials, facilities, equipment, etc.) necessary for the implementation of this project? If so, what are they and are these items reflected in your budget? Be sure to reflect this amount on your budget justification.
2. What percent of your proposed budget from grant dollars will be used to provide ongoing direct services? A definition of ongoing direct services is provided in section 1, 2.2 of this Announcement. Please be aware that no more than 20% of your grant funds may be used to provide ongoing direct services.
3. Please tell us, specifically, the role that each key member of the coalition’s staff and/or contractor(s) will play in the implementation of the plan you have presented (e.g., Executive Director, Coalition Director, Project Director, Evaluator, etc.). Please list the title of the individual followed by the narrative description of their role.

4. How will the responsibility for implementing and funding the strategic plan be diffused among coalition members and their agencies, and/or other community partners?
5. How will you monitor the implementation of your plan as things change? For example, what specific milestones or key events will the leaders of the coalition use to monitor the success of the implementation of the plan?

Section E: Evaluation (15 points)

In this section, applicants should describe their plans for ongoing monitoring and evaluation of the project. This includes both process and outcome measures. DFC coalitions are strongly encouraged to partner with state and local resources around data collection and evaluation (e.g., student and community surveys, local needs assessments).

In this section, applicants should address the following:

1. Describe the capability and experience of the coalition and/or how the coalition has created partnerships in order to collect, analyze, and report data and conduct evaluation activities.
2. Based on your plan, as presented in the planning section, how will you measure the desired impact for each objective? (please list each objective you proposed in the planning section)
3. What is your ability to report on the required GPRA performance measures (30-day use, perception of harm, perception of disapproval, age of onset)? Included in this should be evidence of your ability to, or plan to, secure the necessary data so that you are in a position to report it to the Federal government on all four measures for alcohol, tobacco, and marijuana at least every other year (i.e. once every 24 months).
4. How will your coalition collect, analyze and report process measures such as what coalition management, paid staff, and membership changes have occurred, how these changes have impacted the work of the coalition, and what progress has been made in developing and implementing the strategic plan?
5. Describe your plans for data collection, management, and analysis. Describe the data collection instrument(s) you plan to use.
6. How will you use your findings from your evaluation to improve your project throughout the project period and in planning future activities?
7. What is your plan to use information from the evaluation to recruit, inform, and engage community members and the target population?
8. Please state your intention to participate in the national evaluation of the DFC.

SUPPORTING DOCUMENTATION

Applicants may use attachments in responding to Sections F-K. Please label the attachment as: Supporting Documentation, Section F, G, etc.

Section F: Documentation for Eligibility Requirements: The minimum documentation discussed in III, Eligibility Requirements, should be included in Section F.

Section G: Budget Justification, Existing Resources, Other Support: Applicants should provide a narrative justification of the items included in the proposed budget, as well as a description of existing resources and other support that the coalition expects to receive for the proposed budget. **Be sure to show no more than 20 percent of the total DFC grant award funds for direct services.**

Section H: Resumes and Job Descriptions: Applicants should include the following information in this section:

- a resume, two pages or less, for the project director and other key positions. If the person has not been hired, include a position description and/or letter of commitment with a current resume from the individual
- job descriptions that are no longer than 1 page each for key personnel

Information on what should be included in resumes and job descriptions can be found on page 22, Item 6, in the Program Narrative section of the PHS 5161-1 instruction page, available at www.hhs.gov/forms/PHS-5161-1.doc.

Section I: Program Abstract: Provide a program abstract, no longer than 35 lines, in this section. *A sample program abstract is provided in Attachment 3.*

Section J: General Applicant Information: Please provide the following information in this section.

- Name of fiscal agent, which is the legal name of applicant;
- Mailing address of fiscal agent (including zip code);
- Name of the coalition;
- Mailing address of the coalition (including zip code);
- Physical address of the coalition (if different);
- Date the coalition was established;
- Indicate whether the coalition is a religious or faith-based organization;
- List drugs addressed by the coalition (including marijuana, alcohol, tobacco, methamphetamine, MDMA [ecstasy], steroids, inhalants, heroin, and any other drugs).
- If applicant has previously received a DFC award, please list each of the fiscal year(s).
- Amount of FY 2006 funds requested.
- List all of the coalition's other Federal and State funding sources.
- List of any other of the coalition's funding sources (including foundations, fundraising drives, corporate support, and any other funding sources).

Other Contact Information – Please provide contact information for the following individuals (include for each the name, phone number, and email address):

- Official authorized to accept funds on behalf of the coalition;
- Coalition board chair/president;

- Proposed project director of the DFC grant; and
- Proposed evaluation contact for the DFC grant.

Section K: Applicant Demographics: Please provide the following information to describe the target area served by the coalition.

- Congressional districts(s) served by the coalition.
- Zip code(s) of the target area served by the coalition.
- Geographical boundaries of the target area served by the coalition (i.e., city, county coordinates, street intersections, etc.).
- Total population of the target area served by the coalition.
- Indicate whether the target area served by the coalition is primarily rural, suburban, or urban. 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 a federally recognized tribal area.
- 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).

2. REVIEW AND SELECTION PROCESS

ONDCP and SAMHSA are committed to ensuring a competitive and standardized process for awarding DFC grants. Applications will be screened initially by ONDCP to determine whether the coalition meets all the eligibility requirements in Section III. Only applications submitted by eligible coalitions that meet all requirements will be evaluated, scored, and rated by a peer review panel according to the evaluation criteria described in Section V of this announcement. 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 the evaluation criteria section. Peer reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the Director of ONDCP. ONDCP may also give consideration to geographic distribution and regional balance when making awards.

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 30, 2006, 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 Grant Award, signed by SAMHSA's Grants Management Officer. The Notice of Grant Award is the sole obligating document that allows the grantee to receive Federal funding for work on the grant project. It is sent by postal mail and is addressed to the contact person listed on the face page of the application.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- Grantees 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: www.samhsa.gov/grants/generalinfo/useful_info.aspx.
- Grantees 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 requirements or goals and objectives may result in suspension or termination of the grant award or in reduction or withholding of continuation awards.
- 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.

3. REPORTING REQUIREMENTS

3.1 Progress and Financial Reports

Each year, grantees are required to submit two program progress reports, an annual program report, an annual classification tool survey, and financial reports.

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 DFC grant 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 Executive Office of the President, 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/substance abuse prevention/mental health services community.

VII. AGENCY CONTACTS

For questions regarding program issues, contact:

Richard Moore
Center for Substance Abuse Prevention
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Rd., Room 4-1089
Rockville, MD 20857
240-276-1270

For questions on grants management issues, contact:

Dfcnew2006@samhsa.hhs.gov

Kimberly Pendleton
Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1097
Rockville, Maryland 20857
(240) 276-1421
kimberly.pendleton@samhsa.hhs.gov

ATTACHMENT 1: SAMPLE Budget and Budget Justification

Sample Budget and Budget 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)

Reminder: Do not exceed the 20% limit of Federal Request for Direct Services.

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	10%	\$6,489
Coordinator	To be selected	\$46,276	100%	\$46,276
			TOTAL	\$52,765
Cost of Personnel for Direct Services				\$10,200

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.

NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Executive Director	John Doe	\$64,890	7%	\$4,542
Development Specialist	Sarah Smith	\$26,000	25%	\$6,500
Peer Helper	Ron Jones	\$23,000	40%	\$9,200
Clerical Support	Susan Johnson	\$13.38/hr x 100 hr.		\$1,338
			TOTAL	\$21,580

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 development specialist will provide staffing support to the working council. 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) **\$52,765**

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF424A) **\$21,580**

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

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$52,765	\$4,037
Workers Compensation	2.5%	\$52,765	\$1,319
Insurance	10.5%	\$52,765	\$5,540
		TOTAL	\$10,896
Cost of Fringe Benefits for Direct Services			\$1,500

NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	7.65%	\$21,580	\$1,651
Workers Compensation	2.5%	\$21,580	\$ 540
Insurance	10.5%	\$21,580	\$2,266
		TOTAL	\$4,457

JUSTIFICATION: Fringe reflects current rate for agency.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A) **\$10,896**
NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF424A) **\$4,457**

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
Grantee Meeting	Washington, DC	Airfare	\$200/flight x 2 persons	\$400
		Hotel	\$180/night x 2 persons x 2 nights	\$720
		Per Diem (meals)	\$46/day x 2 persons x 2 days	\$184
Local travel		Mileage	3,000 miles@.38/mile	\$1,140
			TOTAL	\$2,444
Cost of Travel for Direct Services				\$500

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

The grant requires travel of two members to attend the grantee meeting in Washington. Airline costs were suggested retail price as of March 8, 2005. Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on agency's personally owned vehicle (POV) reimbursement rate.

NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
Regional Training Conference	Chicago, IL	Airfare	\$150/flight x 2 persons	\$300
		Hotel	\$155/night x 2 persons x 2 nights	\$620
		Per Diem (meals)	\$46/day x 2 persons x 2 days	\$184
Local Travel	Outreach workshops	Mileage	350 miles x .38/mile	\$133
			TOTAL	\$1,237

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

Coalition agencies will provide funding for two members to attend the regional technical assistance workshop (our closest location is Chicago, IL). Airline costs were suggested retail price as of January 9, 2006. Local travel rate is based on agency's POV reimbursement rate.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A) **\$2,444**
1. NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF424A) **\$1,237**

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**

Item(s)	Rate	Cost
None		0
Cost of Equipment for Direct Services		0

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

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

FEDERAL REQUEST

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$37/mo. x 8 mo.	\$296
Laptop Computer	\$900	\$900
Printer	\$300	\$300
Projector	\$900	\$900
Copies	8000 copies x .10/copy	\$800
	TOTAL	\$3,796
Cost of Supplies for Direct Services		\$1,600

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

Office supplies, copies and postage are needed for general operation of the project. The laptop computer is needed for both coalition work and presentations. Currently, there are not computers available for the coordinator to use. The projector is needed for presentations and outreach workshops. All costs were based on retail values at the time the application was written.

NON-FEDERAL MATCH

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Bookcase	\$75	\$75
Digital camera	\$300	\$300
Fax machine	\$150	\$150
Computer	\$500	\$500
Postage	\$37/mo. x 4 mo	\$148
	TOTAL	\$1,773

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

The local television station is donating the bookcase, camera, fax machine, and computer. The “applying agency” is donating the additional costs for office supplies and postage.

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF424A) **\$ 3,796**

NON-FEDERAL MATCH - (enter in Section B column 2 line 6e of form SF424A) **\$ 1,773**

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	360 miles	\$137
			TOTAL	\$2,387
Cost of Contract for Direct Services				\$0

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

This person will advise staff and coalition members of ways to maintain, increase membership, and sustain the local coalition. Neither staff nor coalition members possess the skills needed to begin a sustainability plan. The rate is

based on the average consulting rate in this area. Consultant is expected to make up to 6 trips (each trip a total of 60 miles) to meet with staff and the coalition. Mileage rate is based on POV reimbursement rate. A request for proposal will be issued to secure a competitive bid before final selection is made.

FEDERAL REQUEST (Contract)

Entity	Product/Service	Cost
To be selected	1.5 minute Public Service Announcement (PSA)	\$2,300
To be selected	Evaluation Report	\$4,500
	TOTAL	\$6,800

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

A local media outlet will produce a 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 coalition efforts. A request for proposal will be issued to secure a competitive bid before final selection is made.

NON-FEDERAL MATCH (Consultant)

Name	Service	Rate	Other	Cost
Coalition members	Outreach meeting facilitation	\$17.5/hour	6 members x \$17.50 x20 hr./mo. x 12 mo.	\$25,200
	Travel Expenses	.38/mile	12 members x 148 miles x .38/mile	\$675
			TOTAL	\$25,875

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

Twelve (12) coalition members are volunteering their time to facilitate the youth prevention and outreach sessions outlined in the strategic plan. Hourly rate is based on average salaries of the volunteers. Travel is based on average distance between volunteer’s location and the meeting sites. Mileage rate is based on POV reimbursement rate.

NON-FEDERAL MATCH (Contract)

Entity	Product/Service	Cost
West Bank School District	Student Assistance Program	\$15,000
	TOTAL	\$15,000

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

West Bank School District is donating their contracted services to provide drug testing, referral and case management for 50 non-school attending youth. Average cost is \$300/person. (MOU attached to application)

2. FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A) \$ 9,187
(combine the total of consultant and contact)

NON-FEDERAL MATCH – (enter in Section B column 2 line 6f of form SF424A) \$ 40,875
(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

3. FEDERAL REQUEST

Item	Rate	Cost
Rent	\$15/sq.ft x 700 sq. feet	\$10,500
Telephone	\$100/mo. x 12 mo.	\$1,200
Student Surveys	\$1/survey x 2784	\$2,784
Brochures	.89/brochure X 1500 brochures	\$1,335
	TOTAL	\$15,819
Cost of Construction for Direct Services		\$1,335

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

Rent and telephone will be used to operate the project. Monthly telephone costs reflect the % of effort for the personnel listed in this application. Survey copyright requires the purchase of the ATOD surveys. Brochures will be used at various community functions (health fairs and exhibits).

4. 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 3 meetings	\$300
Internet services	\$26/mo. x 12 mo.	\$312
Student surveys	\$1/survey x 1583 surveys	\$1,583
Printing	\$300/run x 6 runs	\$1,800
	TOTAL	\$27,995

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 ACME market is donating the food for three meetings. The local television station is donating airtime for the PSA (MOU attached to application). The applying agency is donating the internet services for the full-time coordinator. The West Bank School District is donating the cost of 1,583 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 bi-monthly newsletter.

5. FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF424A) \$ 15,819
 NON-FEDERAL MATCH – (enter in Section B column 2 line 6h of form SF424A) \$ 27,995

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 \$63,661) **\$5,093**

NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF424A)
 8% of personnel and fringe (.08 x \$26,037) **\$2,083**

The indirect costs rate was approved by the Dept. of Health and Human Services in 200X. A copy of the fully executed, negotiated, indirect cost agreement is attached.

BUDGET SUMMARY:

Category	Federal Request	Non-Federal Match	Total
Personnel	\$52,765	\$21,580	\$74,345
Fringe	\$10,896	\$4,457	\$15,353
Travel	\$2,444	\$1,237	\$3,681
Equipment	0	0	0
Supplies	\$3,796	\$1,773	\$5,569
Contractual	\$9,187	\$40,875	\$50,062
Other	\$15,819	\$27,995	\$43,814
Total Direct Costs*	\$94,907	\$97,917	\$192,824
Indirect Costs	\$5,093	\$2,083	\$7,176
Total Project Costs	\$100,000	\$100,000	\$200,000

6. * TOTAL DIRECT COSTS:

7. FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF424A) \$94,907
 NON-FEDERAL MATCH – (enter in Section B column 2 line 6i of form SF424A) **\$97,917**

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

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A)	\$100,000
Total Direct Services Costs (not to exceed 20% of Federal Budget)	\$15,335
NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF424A)	\$100,000

CALCULATION OF FUTURE BUDGET PERIODS

(Based on first 12-month budget period)

(Sample for grants in the first 5-year funding cycle)

Input, review and verify the accuracy of your future year's budget estimates. Increases or decreases in the future years must be explained and justified. Complete the budget for the 2nd through the 5th project year.

Total federal share is not to exceed \$100,000 in any year.

Category	2 nd project year		3 rd project year		4 th project year		5 th project year	
	Federal	Match	Federal	Match	Federal	Match	Federal	Match
Personnel								
- Executive Director	\$6,489	\$4,542	\$6,489	\$4,542	\$6,489	\$4,542	\$6,489	\$4,542
- Coordinator	\$46,276		\$46,276		\$46,276		\$46,276	
- Development Specialist		\$6,240		\$6,240		\$6,240		\$6,240
- Peer Helper		\$9,200		\$9,200		\$9,200		\$9,200
- Clerical Support		\$1,596		\$1,596		\$1,596		\$1,596
TOTAL	\$52,765	\$21,578	\$52,765	\$21,578	\$52,765	\$21,578	\$52,765	\$21,578
Fringe Benefits	\$10,896	\$4,457	\$10,896	\$4,457	\$10,896	\$4,457	\$10,896	\$4,457
Travel	\$2,548	\$1,237	\$2,548		\$2,548		\$2,548	
Equipment								
Supplies	\$4,796	\$1,773	\$4,796	\$1,773	\$4,796	\$1,773	\$4,796	\$1,773
Contract								
- Evaluation	\$4,500		\$4,500		\$4,500		\$4,500	
- Public Awareness	\$2,300		\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300
- West Bank School Dist.		\$15,000		\$15,000		\$15,000		\$15,000
- Consultant	\$2,387							
- Coalition members		\$25,875		\$37,800		\$37,800		\$42,000
TOTAL	\$9,187	\$40,875	\$6,800	\$55,100	\$6,800	\$55,100	\$6,800	\$59,300
Other	\$14,715	\$27,997	\$17,102	\$15,009	\$17,102	\$15,009	\$17,102	\$10,809
Total Direct Costs	\$94,907	\$97,917	\$94,907	\$97,917	\$94,907	\$97,917	\$94,907	\$97,917
Total Indirect Costs	\$5,093	\$2,083	\$5,093	\$2,083	\$5,093	\$2,083	\$5,093	\$2,083
Total Costs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

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 Coalition members serving the youth programs will increase

Other: Rent will increase \$1.00/square foot in 2nd year of project per lease. All other costs are based on current 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 through the fifth 12-month budget periods are entered on Form 424A, Section E, Columns (b) – (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/index.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 ten application components (Face Page, Abstract, Table of Contents, Budget Form, Project Narrative and Supporting Documentation, Appendices, Assurances, Certifications, Disclosure of Lobbying Activities, and Checklist).

- **Face Page** – Use Standard Form (SF) 424, 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, if your project is funded, in publications, reporting to Congress, or press releases.
- **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 Program Announcement.
- **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through E. Sections A-E 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 “Section V—Application Review Information” of this document.

The Supporting Documentation provides additional information necessary for the review of your application. This supporting documentation should be provided immediately following your Project Narrative in Sections F through K.

- **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: Single State Authority Letter of Support*
 - *Appendix 2: Assurance of Compliance with SAMHSA Charitable Choice and Regulations Form SMA 170.* This form is posted on SAMHSA’s website with the RFA and is provided in the application kit available at the SAMHSA Clearinghouse (NCADI).
 - *Appendix 3: Certifications* – Use the “Certifications” form found in PHS-5161-1.
 - *Appendix 4: 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 5: Checklist* – Use the checklist found in PHS 5161. The Checklist ensures that you have obtained the proper signatures, assurances, and certifications. The Checklist is the last page of your application.

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 deadline or have proof of timely submission, as detailed below.
- ❑ Information provided must be sufficient for review.
- ❑ Text must be legible. For Project Narratives submitted electronically in Microsoft Word, see separate requirements below under “Guidance for Electronic Submission of Applications.”
 - Type size in the Project Narrative cannot exceed an average of 15 characters per inch, as measured on the physical page. (Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance.)
 - Text in the Project Narrative cannot exceed 6 lines per vertical inch.
- ❑ Paper must be white paper and 8.5 inches by 11.0 inches in size.
- ❑ To ensure equity among applications, the amount of space allowed for the Project Narrative cannot be exceeded. For Project Narratives submitted electronically in Microsoft Word, see separate requirements below under “Guidance for Electronic Submission of Applications.”
 - Applications would meet this requirement by using all margins (left, right, top, bottom) of at least one inch each, and adhering to the 20-page limit for the Project Narrative.
 - Should an application not conform to these margin or page limits, SAMHSA will use the following method to determine compliance: The total area of the Project Narrative (excluding margins, but including charts, tables, graphs and footnotes) cannot exceed 58.5 square inches multiplied by 20. This number represents the full page less margins, multiplied by the total number of allowed pages.
 - Space will be measured on the physical page. Space left blank within the Project Narrative (excluding margins) is considered part of the Project Narrative, in determining compliance.

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.
- ❑ Please number pages consecutively from beginning to end so that information can be located easily during review of the application. The cover page should be page 1, the abstract page should be page 2, and the table of contents page should be page 3. 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 on pages 33-34 of this document. 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

SAMHSA offers the opportunity for you to submit your application to us either in electronic or paper format. Register one time, and Grants.gov will generate your information for future applications so you don't have to re-enter it. Built-in error-checking increases the completeness and accuracy of your application. Electronic submission is voluntary. No review points will be added or deducted, regardless of whether you use the electronic or paper format.

To submit an application electronically, you must use the www.Grants.gov apply site. You will be able to download a copy of the application package from www.Grants.gov, complete it off-line, and then upload and submit the application via the Grants.gov site. E-mail submissions will not be accepted.

You may search the Grants.gov site 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 the funding announcement.

You must follow the instructions in the User Guide available at the www.Grants.gov apply site, on the Customer Support tab. 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.

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: DUNS Number registration, Central Contractor Registry (CCR) registration, Credential Provider registration, and Grants.gov registration.

It is strongly recommended that you submit your grant application using Microsoft Office products (e.g., Microsoft Word, Microsoft Excel, etc.). If you do not have access to Microsoft Office products, you may submit a PDF file. 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 to 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 one inch each. Adhering to these standards will help to ensure the accurate transmission of your document. If the type size in the Project Narrative of an electronic submission exceeds 15 characters per inch, or the text exceeds 6 lines per vertical inch, SAMHSA will reformat the document to Times New Roman 12, with line spacing of single space. Please note that this may alter the formatting of your document, especially for charts, tables, graphs, and footnotes.
- *Amount of space allowed for Project Narrative:* The Project Narrative for an electronic submission may not exceed **10,300** words. Any part of the Project Narrative in excess of the word limit will not be submitted for review. To determine the number of words in your Project Narrative document in Microsoft Word, select file/properties/statistics.

While keeping the Project Narrative as a separate document, please consolidate all other materials in your application to ensure the fewest possible number of appendices. Ensure all pages in your application are numbered consecutively, with the exception of the standard forms in the PHS-5161 application package. Please name and number your appendices, indicating the order in which they should be assembled. 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 in this announcement. 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 for any paper submission.**

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), the assurances (SF 424B), and the certifications, 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 service (DHL, Federal Express, United Parcel 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 **20850**
ATTN: Electronic Applications
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 10, 2006**. **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).**

Your application must be received by the application deadline, or you must have proof of its timely submission as specified below.

- For packages submitted via DHL, Federal Express (FedEx), or United Parcel Service (UPS), proof of timely submission shall be the date on the tracking label affixed to the

package by the carrier upon receipt by the carrier. That date must be at least 24 hours prior to the application deadline. The date affixed to the package by the applicant will not be sufficient evidence of timely submission.

- For packages submitted via the United States Postal Service (USPS), proof of timely submission shall be a postmark not later than 1 week prior to the application deadline, and the following upon request by SAMHSA:
 - proof of mailing using USPS Form 3817 (Certificate of Mailing), or
 - a receipt from the Post Office containing the post office name, location, and date and time of mailing.

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

Applications not meeting the timely submission requirements above will not be considered for review. Please remember that mail sent to Federal facilities undergoes a security screening prior to delivery. Allow sufficient time for your package to be delivered.

If an application is mailed to a location or office (including room number) that is not designated for receipt of the application, and that results in the designated office not receiving your application in accordance with the requirements for timely submission, it will cause the application to be considered late and ineligible for review.

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

SAMHSA is collaborating with www.Grants.gov to accept electronic submission of applications. Please refer to the information above for “Guidance for Electronic Submission of Applications.”

INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS

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. A current listing of State Single Points of Contact (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 a federally recognized Indian tribal government.
- 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-06-003**

For other delivery 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 **20850**
ATTN: SPOC – Funding Announcement No. **SP-06-003**

In addition, community-based, non-governmental service providers who are not transmitting their applications through the State must submit a Public Health System Impact Statement (PHSIS) (approved by OMB under control no. 0920-0428; see burden statement below) to the head(s) of appropriate State or local health agencies in the area(s) to be affected no later than the pertinent receipt date for applications. 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. State and local governments and federally Indian tribal government applicants are not subject to these requirements.

The PHSIS consists of the following information:

- a copy of the face page of the application (SF 424); 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.

Applicants who are not the SSA must include a copy of a letter transmitting the PHSIS to the SSA in “**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:

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-06-003**

For other delivery 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 **20850**
ATTN: SSA – Funding Announcement No. **SP-06-003**

In addition:

- Applicants may request that the SSA send them a copy of any State comments.
- The applicant must notify the SSA within 30 days of receipt of an award.

[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 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).]

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/roadmap/index.html>:

- 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.
- No more than 20% of the grant award may be used for direct services.
- DFC grant funds may not be used to pay for the purchase or construction of any building or structure to house any part of the grant project. (Applicants may request up to \$75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.)
- 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

Where to Send Applications

Guidance for Electronic Submission of Applications is included above. Following are instructions for submission of paper applications.

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**

For other delivery 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 **20850**

Do not send applications to other agency contacts, as this could delay receipt. **Be sure to include the funding announcement number (SP-06-003) in item number 10 on the face page any paper applications.** If you require a phone number for delivery, you may use (240) 276-1199.

How to Send Applications

SAMHSA is collaborating with www.Grants.gov to accept electronic submission of applications. Please refer to the information above for “Guidance for Electronic Submission of Applications.” Following are instructions for submission of paper applications.

Mail or deliver an original application and 2 copies (including appendices) to the mailing address provided above, according to the instructions in Attachment 2. The original and copies must not be bound. Do not use staples, paper clips, or fasteners. Nothing should be attached, stapled, folded, or pasted.

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

Applicants are required to include a program abstract in their applications. The abstract must not exceed 35 lines and should provide basic information.

The ABC Coalition serves Eastern County, VT, a rural area with a population of 22,000, which is 7 percent Native American. The goals of the program are to: 1) reduce substance abuse among youth in Eastern County, VT, and, over time, among adults by addressing the factors in our community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse; 2) establish and strengthen collaboration among Eastern County's 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. . To achieve these goals, the coalition will implement the following strategies: 1) develop a 2-year countywide youth risk prevention action plan for interagency collaboration and community action; 2) establish a media campaign to increase awareness of youth drug problems; and 3) sponsor training for law enforcement officers who respond to underage drinking parties.

ATTACHMENT 4: SAMPLE LOGIC MODEL

Sample Logic Model							
Theory of Change							
When a community comes together and implements multiple strategies to address youth use of methamphetamines in a comprehensive way, youth will be more likely to use later and use less.							
Problem Statement			Strategies	Activities	Outcomes		
Problem	But why?	But why here?			Short Term	Intermediate	Long-Term¹
Too many youth are using meth-amphetamine drugs	Meth is easy to make	Over-the-counter products are sold that contain ephedrine and pseudoephedrine used to make meth	Increase barriers and pass policy	Pass ordinance making products with those ingredients available only by prescription	Community mobilization Sample ordinance developed	Ordinance passed	80% of high school seniors never try meth Less than 5% of high school seniors will report 30 day meth use
	Meth is easy to get	Meth is widely sold at school	Increase barriers and pass policy Provide support	Pass zero tolerance policy at school Train teachers and school staff	Teachers can recognize signs of meth use in students	Zero tolerance policy that requires youth who are caught using meth to attend drug counseling	75% of youth 12-18 report that meth use is risky or harmful
	Meth is not perceived to be harmful	Lack of public education about dangers of meth use	Provide information	Social norms campaign on dangers of meth use	Social norm campaign materials are developed and widely posted	Youth report believing that campaign materials	80% of youth 12-18 report disapproval of use by peers and adults
	Meth labs are hard to find	Labs are plentiful, easily hidden, hard to locate	Build skills and provide information Increase barriers to manufacture meth Change physical design	Educate public to spot meth labs Increase law enforcement to bust labs	Public reports possible meth labs to law enforcement	Increase busts of meth labs by law enforcement	

¹ The long-term outcomes are affected not by any single strategy but by ALL of the strategies and activities.