

# Statutory Eligibility Requirements

All DFC applications will be jointly screened by ONDCP and SAMHSA to determine whether each applicant meets all the DFC program’s statutory eligibility requirements. In addition, the status of the grantee organization will be verified along with its ability to fiscally manage Federal funds. Applications submitted by eligible coalitions that meet all requirements will then be scored through a peer review process according to the evaluation criteria described in the Request for Applications. Each year of funding, DFC grantees must demonstrate compliance with all of the statutory eligibility requirements to be considered for continued funding.

Statutory eligibility requirements, written into the DFC Act, are inherent in the DFC program. Failure to meet any single eligibility requirement will cause an application to be deemed ineligible and the application will not move forward to peer review. Should your application fail to meet the eligibility requirements, the person listed as the contact person on the Application for Federal Assistance will receive a letter stating why the application was deemed ineligible. Final authority lies with the DFC Administrator to determine the eligibility of an applicant.

Eligibility Requirement Item:	Evidence Required and Where to Document
<b>Requirement 1: 12 Sectors</b>	
<p>The coalition must consist of one or more representatives from each of the following required 12 sectors:</p> <ul style="list-style-type: none"> <li>• Youth (18 or younger)</li> <li>• Parent</li> <li>• Business</li> <li>• Media</li> <li>• School</li> <li>• Youth-serving organization</li> <li>• Law enforcement</li> <li>• Religious/Fraternal organization</li> <li>• Civic/Volunteer groups (i.e., local organizations committed to volunteering, not a coalition member designated as a “volunteer”)</li> <li>• Healthcare professional</li> <li>• State, local, or tribal governmental agency with expertise in the field of substance abuse (including, if applicable, the State agency with primary authority for substance abuse)</li> <li>• Other organization involved in</li> </ul>	<ol style="list-style-type: none"> <li>1. Each of the required 12 sectors listed in a Sector Table;</li> <li>2. Only one person for each sector (the individual involved in the coalition who has the most influence with others in that sector);</li> <li>3. The agency/organization each person represents; and</li> <li>4. The specific, unique contribution of each individual toward the coalition’s work.</li> </ol> <p>Note: Neither paid staff (current or proposed), nor the person signing the Coalition Involvement Agreement(CIA) on behalf of the coalition (e.g., coalition chair), can serve as a sector representative. Individual sector members may not serve as sector representatives for more than one DFC- funded coalition at a time.</p>

Eligibility Requirement Item:	Evidence Required and Where to Document
<b>Requirement 1: 12 Sectors</b>	
<p style="text-align: center;">reducing substance abuse</p> <p><i>(21 U.S.C 1531 §1032 (a)(2)(A))</i></p>	
<p>An individual who is a member of the coalition may serve on the coalition as a representative of not more than one sector category. <i>(21 U.S.C 1531 §1032 (a)(2)(C))</i></p>	<p>Applicants must attach a matching Coalition Involvement Agreement (CIA) from each person listed in the Sector Member Table. A total of 12 CIAs are required. Including more than 12 will not increase the applicant's score. CIAs cannot be more than 12 months old at the time of application. The name on the CIA, or the name of the person indicated as the sector representative by the person signing the CIA, must match the name in the Sector Member Table. Two signatures are required on each CIA. One signature must be that of the individual listed in the Sector Member Table, and the other must be the signature of someone who represents the coalition. All signatures must be hand written and dated.</p>
Eligibility Requirement Item:	Evidence Required and Where to Document
<b>Requirement 2: Six Month Existence</b>	
<p>The coalition must demonstrate that members have worked together on substance abuse reduction initiatives for a period of not less than six months at the time of the application, acting through entities such as task forces, subcommittees, or community boards. <i>(21 U.S.C 1531 §1032 (a)(3)(A))</i></p>	<p>Applicants must submit two sets of the <b>coalition's</b> meeting minutes within the time period described below (or in the current posted RFA if one is current published and applications are open). Additional sets of minutes will not increase the applicant's score. Both sets of meeting minutes must show that the coalition has been actively involved in working to reduce youth substance use in the community and must demonstrate substantial participation from volunteer leaders.</p>
<p>The coalition must also demonstrate substantial participation from volunteer leaders in the community. <i>(21 U.S.C 1531 §1032 (a)(3)(B))</i></p>	<p>For applicants applying in FY2012 (season opens January 2012-March 2012), one set of minutes must be from a coalition meeting that took place between January 1, 2011 and September 30, 2011. The second set of minutes must be from a coalition meeting that took place between October 1, 2011 and the deadline for submission of this application (March 2012). These specific timeframes are used to determine the coalition's length of existence and current activities. Both sets of minutes must:</p> <ul style="list-style-type: none"> <li>• Represent the coalition's meetings and not</li> </ul>

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<b>Requirement 2: <i>Six Month Existence</i></b>	
	<p>those of an outside agent applying on behalf of a coalition;</p> <ul style="list-style-type: none"> <li>• Include the month, date, and year of the coalition meeting;</li> <li>• Indicate that the coalition has been involved in reducing community youth substance use;</li> <li>• Demonstrate coalition membership involvement, including, but not limited to, the 12 required sectors (all 12 sectors do not have to be present at all meetings); and</li> <li>• Include a list of attendees, noting the sector that each attendee represents.</li> </ul>
<b>Eligibility Requirement Item:</b>	<b>Evidence Required and Where to Document</b>
<b>Requirement 3: <i>Mission Statement</i></b>	
The coalition must have as its principal mission the reduction of substance abuse, which, at a minimum, includes the use and) abuse of drugs in a comprehensive and long-term manner, with a primary focus on youth in the community. (21 U.S.C 1531 §1032 (a)(3)(B)(4)(A))	Applicants must provide a copy of the coalition’s mission statement. The statement cannot be that of an outside agent being used as the grantee for a coalition. It must be clear during the eligibility screening process that the mission statement belongs to the applicant coalition and that the principal mission of the coalition is youth substance use reduction and/or prevention.
<b>Eligibility Requirement Item:</b>	<b>Evidence Required and Where to Document</b>
<b>Requirement 4: <i>Multiple Drugs of Abuse</i></b>	
The coalition must have developed a Strategic/Action Plan to reduce substance use among youth which targets multiple drugs of abuse. Substances may include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, inhalants, marijuana, alcohol, and tobacco, where their use is prohibited by Federal, state, or local law. (21 U.S.C 1531 §1032 (a)(4)(D))	<p>Applicants must identify strategies that target, at a minimum, two specific drugs of use. Each drug must be named specifically and individually. For example, a coalition may choose to address alcohol and prescription drugs. This must be specifically outlined and these drugs must be named in the Action Plan. <u>Do not</u> use the following terminology in the application when naming the drugs the coalition will address:</p> <ul style="list-style-type: none"> <li>• ATOD (Alcohol, Tobacco, and Other Drugs)</li> <li>• Substances or Substance Use/Abuse</li> <li>• Drugs or Drug Use/Abuse</li> </ul> <p>NOTE: The term “prescription drugs” is allowable as</p>

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<b>Requirement 4: <i>Multiple Drugs of Abuse</i></b>	
	a specific targeted substance. However, if desired, you may specify by type or category which prescription drugs the coalition is addressing, if any (e.g., pain killers, stimulants).
<b>Eligibility Requirement Item:</b>	<b>Evidence Required and Where to Document</b>
<b>Requirement 5: <i>DFC National Evaluation Requirements</i></b>	
The coalition must establish a system to <b>measure and report outcomes</b> , established and approved by the DFC Administrator, to the Federal Government. (21 U.S.C 1531 §1032 (a)(5)(A))	<p>Applicants must demonstrate an ability to comply with the National Evaluation requirements for the DFC program. The following measures have been approved by the DFC Administrator and must be collected by each DFC grantee every two years, on three substances (alcohol, tobacco and marijuana) in three grades (6<sup>th</sup>-12<sup>th</sup>):</p> <ol style="list-style-type: none"> <li>1. Past 30-day use</li> <li>2. Age of onset</li> <li>3. Perception of risk or harm</li> <li>4. Perception of parental disapproval of use</li> </ol> <p>Each applicant must provide the following information:</p> <ol style="list-style-type: none"> <li>1. The name of the survey(s) utilized to collect the data required in the four core measures listed above.</li> <li>2. How often/when will the survey(s) be administered for core measure data collection?</li> <li>3. What, if any, supplemental survey(s)/data will be used to meet the requirements of the DFC National Cross-Site Evaluation?</li> </ol>
<b>Eligibility Requirement Item:</b>	<b>Evidence Required and Where to Document</b>
<b>Requirement 6: <i>Entity Eligible to Receive Federal Grants</i></b>	
The applicant must demonstrate that the coalition is an ongoing concern by demonstrating that the coalition is a nonprofit organization or has made arrangements with a legal entity that is eligible to receive	A coalition that is eligible to receive Federal grant funds on its own should simply state that it is a legally eligible entity. If a coalition is not eligible to receive Federal grant funds on its own, it must make arrangements with a legal entity that will apply for

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<b>Requirement 6: <i>Entity Eligible to Receive Federal Grants</i></b>	
<p>Federal grants. (21 U.S.C 1531 §1032 (a)(5)(A))</p> <p>Organizations eligible to receive Federal funds as applicants must be legally recognized domestic public or private nonprofit entities. For example, State and local governments; Federally recognized tribes; State recognized tribes; urban Indian organizations (as defined in P.L. 94-437, as amended); 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>HHS Grants Policy Statement, January 1, 2007: Eligibility, page I-11</i>)</p>	<p>the grant on behalf of the coalition and serve as the legal applicant for the grant. In this case, the legal applicant is the recipient of the award, and the entity legally responsible for satisfying the grant requirements, including Terms and Conditions of award. This includes conformance with HHS grantee financial management requirements, fulfilling audit requirements, and reporting financial status, progress, and other related documents. For a coalition not acting as its own grantee, the application must include a completed and signed Memorandum of Understanding (MOU) between the coalition and the legal entity that will serve as the grantee if awarded the grant.</p>
<p>Grantee Financial Management Requirements: Federal regulations governing SAMHSA grants (45 CFR Part 74 and 45 CFR Part 92) provide standards for financial management systems of grantee organizations. To determine whether grantees have financial management systems that conform to those standards, SAMHSA’s Financial Advisory Services Officers (FASO) perform Financial Capability Reviews of new or prospective grantees. Based on a recent report on an audit performed in accordance with OMB Circular A-133, or a combination of financial statements together with accounting and personnel policies &amp; procedures (P&amp;P), FASO will make a determination of the organization’s ability to adequately administer Federal awards. If needed, FASO will request that the grantee take necessary corrective action to conform to the financial management standards. For more information, go to <a href="http://www.samhsa.gov/grants/management.aspx">http://www.samhsa.gov/grants/management.aspx</a></p>	

<b>Requirement 7: Substantial Support from Non-Federal Sources</b>	
The coalition must have a strategy to solicit substantial financial support from non-Federal sources to ensure that the coalition is self-sustaining. (21 U.S.C 1531 §1032 (a)(5)(C)) & (21 U.S.C 1531 §1032 (b)(1)(A)(i))	Applicants must show at least dollar-for-dollar (1:1) matching funds in their Budget and Budget Narrative. These matching funds must come from non-Federal sources. Matching funds can be in-kind or donations, but must be compliant with Federal regulations regarding allowable expenses.
	Applicants must itemize the matching funds separately in the Budget ( <a href="#">SF-424A</a> found within the PHS 5161-1) and explain the matching funds separately in the Budget Narrative.  Note: Federal funds appropriated for substance abuse activities of a coalition that includes a representative of the Bureau of Indian Affairs, the Indian Health Service, or a tribal government agency with expertise in the field of substance abuse may be counted as match.
<b>Eligibility Requirement Item:</b>	<b>Evidence Required and Where to Document</b>
<b>Requirement 8: Federal Request</b>	
The applicant must not request more than \$125,000 in Federal funds per year (PL 109-469 §803)	The budget may not show a request for Federal funds exceeding \$125,000/year, excluding Federal match from Requirement 6 above.