



**FY 2004**  
**Drug-Free**  
**Communities**  
**Support Program**



***GUIDELINES FOR***  
***CONTINUATION FUNDING***

**DUE DATE: March 5, 2004**



Sponsored by the  
Office of National Drug Control Policy  
and the  
Office of Juvenile Justice and Delinquency Prevention



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## How To Apply

The Office of Justice Programs (OJP) requires applicants to submit applications for funding through OJP's Grants Management System (GMS). Access through the Internet to this online application system expedites and streamlines the receipt, review, and processing of requests for funding. Final applications will only be accepted through the GMS online application system.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number is required whether an applicant is submitting through GMS or using the governmentwide electronic portal ([grants.gov](http://grants.gov)). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505. When calling the toll-free number, inform the operator that you are in the process of applying for a federal grant; this will ensure you are not charged for the processing of your DUNS number.

To learn how to begin the online application process, please see the Step-by-Step Guide to OJP's Grants Management System, which is available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). A toll-free telephone number (888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Frequently asked questions will be posted on the Drug-Free Communities Support Program Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

Application deadlines are as follows:

- ◆ Applicants must obtain a DUNS number prior to registration.
- ◆ Applicants must register on GMS, prior to applying for this grant, by February 20, 2004.
- ◆ Applicants must submit completed applications by 12 midnight, Eastern Time, March 5, 2004.

Mailed and/or faxed applications or materials will not be considered.

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# Drug-Free Communities Support Program

## FY 2004 GUIDELINES FOR CONTINUATION FUNDING

### Introduction

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the U.S. Department of Justice, Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP), are collaborating through the Drug-Free Communities Support Program (DFCSP) to reduce substance abuse among youth; help community coalitions strengthen collaboration; enhance intergovernmental collaboration, cooperation, and coordination; enable communities to conduct data-driven, research-based prevention planning; and provide communities with technical assistance, guidance, and financial support. ONDCP and OJJDP invite eligible applicants (see Eligibility requirements on page 3) to review these guidelines for the Drug-Free Communities Support Program.

### Purpose

The Drug-Free Communities Support Program has 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: DFCSP projects must focus on multiple drugs of abuse, including those listed above. When the term “drug” or “substance” is used in this program announcement, it is intended to include all of the above.*
- ◆ 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.

The objectives of the program include the following:

- ◆ Serve as a catalyst for increased citizen participation and greater collaboration among all sectors of and organizations within a community.

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- ◆ Enhance community efforts to promote and deliver effective substance abuse prevention strategies.
  - ◆ Assess the effectiveness of community substance abuse reduction initiatives directed toward youth.
  - ◆ Provide information about effective substance abuse reduction initiatives that can be replicated in other communities.

The program will enable communities to conduct research-based prevention planning by providing accurate and timely information regarding state-of-the-art practices and initiatives that have proven to be effective in reducing substance abuse among youth.

## Background

The Drug-Free Communities Act (Pub. L. No. 105–20) was signed 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, Public Law 107–82, 115 Stat. 814 (2001), reauthorized the program for 5 years.

The Drug-Free Communities Act builds on the documented success of community antidrug coalitions in developing and implementing comprehensive, long-term strategies to reduce substance abuse among youth on a sustained basis. The Drug-Free Communities Support Program, created through the Drug-Free Communities Act, provides grant funds to eligible coalitions. Grant awards are made available by OJJDP through an interagency agreement with ONDCP.

The Act established an Advisory Commission on Drug-Free Communities to be composed of 11 nationally recognized experts from around the country. The Advisory Commission members make recommendations to ONDCP and OJJDP about the activities carried out under the Drug-Free Communities Act.

Since 1998, 721 DFCS grants have been awarded, with an additional 180 expected in FY 2004. The program sites represent a cross-section of projects from every region in the nation and include grantees in rural, urban, suburban, and tribal communities. A list of the FY 1998, 1999, 2000, 2001, 2002, and 2003 grantees and descriptions of their projects can be found on the DFCS Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

## Funding Availability

The Drug-Free Communities Act authorized funding, including administrative costs, over five years beginning in FY 1998 to be appropriated to ONDCP. On December 14, 2001, Public Law 107–82 reauthorized the program through FY 2007. *Funding for the program is subject to Congressional*

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*appropriations.* Grant awards are made available by OJJDP through an agreement with ONDCP. Currently, there are 603 active Drug-Free Communities grants.

Contingent upon funding availability and performance, current grantees will have the opportunity to apply for continuation funding. Grantees are eligible for no more than 5 years of funding (initial award and four supplements) under any given award. These reapplication guidelines are applicable to Drug-Free Communities grantees who received initial awards in FY 2000, FY 2001, FY 2002, and FY 2003. Grantees who received an initial award in FY 1999 may compete as new grantees under a separate application.

Applicants applying in their second and third years may request up to \$100,000. According to the funding reduction schedule, awards are reduced by 25 percent in each of the fourth and fifth years. Exceptions to this funding reduction schedule are that no award will go below \$50,000 and any award less than \$50,000 will not have a decrease. This award will be for a 12-month period and requires that grantees provide a dollar-for-dollar match. Note that any non-federal match exceeding the dollar-for-dollar match requirement will be subject to audit. There are no restrictions as to how much of the match must be in the form of cash or in-kind. Federal pass-through funds cannot be used as the match. The only exception to the use of Federal funds as match applies to tribal entities. Tribal entities, listed as such on their SF-424, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government as match.

## Eligibility

According to the Community Anti-Drug Coalitions of America, “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 Drug-Free Communities Support Program supports community coalitions in their efforts to address and reduce substance abuse among youth. To be eligible, a coalition must meet the following requirements:

- ◆ The coalition must be an organization eligible to apply for a grant or must make arrangements with an eligible organization that will apply for the grant on behalf of the coalition and serve as the fiscal agent for the grant. Nonprofit, charitable, or educational organizations (such as faith-based and community-based organizations) and/or units of local government are eligible to serve as a fiscal agent.
- ◆ The coalition must have the reduction of substance abuse among youth as a principal mission. This must be clearly stated in the coalition’s formal mission statement.
- ◆ The coalition’s goals and objectives must target multiple drugs and address the two major goals of the Drug-Free Communities Support Program (see Purpose on page 1).

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- ◆ The coalition must demonstrate that its members have worked together on substance abuse prevention/reduction initiatives. This must be demonstrated through the submission of minutes from two coalition meetings held in 2003.
  - ◆ The coalition's meeting minutes must demonstrate that it has substantial involvement and participation from its membership, as well as from other volunteer community leaders. It must be clear that the coalition functions as a unique entity and is more than a group of agency and organization representatives or a board of directors of a direct service delivery organization.
  - ◆ The coalition must have representation from the targeted community and include at least one member/representative from each of the following 12 sectors:
    - ▶ Youth (meaning young persons themselves, not an adult representing youth).
    - ▶ Parents.
    - ▶ Business community.
    - ▶ Media.
    - ▶ Schools.
    - ▶ Youth-serving organizations.
    - ▶ Law enforcement agencies.
    - ▶ Religious or fraternal organizations.
    - ▶ Civic and volunteer groups.
    - ▶ Healthcare professionals.
    - ▶ State, local, and/or tribal governmental agencies with expertise in the field of substance abuse (including, if applicable, the state agency with primary authority for addressing substance abuse).
    - ▶ Other organizations involved in reducing substance abuse.

A coalition member is defined as a representative of the community who participates in regularly scheduled coalition management and/or 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.

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**No coalition or fiscal agent may submit more than one application under this program announcement.** This solicitation pertains to current Drug-Free Communities Support Program grantees. *Only current DFCSP grantees who received initial awards in FY 2000, FY 2001, FY 2002, and FY 2003 are eligible to apply for FY 2004 DFCSP Continuation Funding.* Those applicants not currently receiving DFCSP funding and those who received initial funding in FY 1999 may *not* apply for this award.

## Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

## Coalition Requirements

A coalition will not be considered for funding unless it meets all the following requirements:

- ◆ The coalition must undertake and describe multiple strategies to reduce substance abuse among youth using a multisector approach. The proposed strategies must focus on more than one drug.
- ◆ The coalition must have in place or develop a funding plan to solicit substantial financial support from non-federal sources to ensure that it will be self-sustaining when federal assistance is no longer available.
- ◆ The coalition must ensure that it will receive and expend non-federal matching funds as required.
- ◆ The coalition must establish or have a plan for establishing a system to measure and report outcomes.
- ◆ The coalition must state that they agree to participate in a national evaluation if selected by the Administrator. *By accepting a DFCSP award, the coalition agrees to participate in a national evaluation of the Drug-Free Communities Support Program.*
- ◆ The coalition must collect and report annually the following data profiling youth within the areas served by the coalition. These data consist of (1) age of onset of any drug use (including

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alcohol and tobacco), (2) frequency of use in the last 30 days, (3) perception of risk or harm, and (4) perception of disapproval of use by peers and adults.

- ◆ A coalition must target its efforts to a specific region, county, municipality, or neighborhood. Statewide coalitions may apply but must target specific communities, counties, or regions of the state.

**Adherence to these coalition requirements must be addressed in the application.**

## Application Requirements

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800–333–0505.

Files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt).

Applicants to the Drug-Free Communities Support Program must submit the following information online through GMS:

- ◆ GMS Registration.
- ◆ Application for Federal Assistance (SF–424).
- ◆ Assurances and Certifications.
- ◆ Budget Detail Worksheet (including detailed worksheet and descriptive narrative).
- ◆ Program Narrative (including Program Abstract, Project Goals and Objectives, and Accomplishments to Date).
- ◆ Other Program Attachments, including the following items:
  - ▶ Project Timeline.
  - ▶ Personnel Information (including résumés and position descriptions of *new* key personnel).
  - ▶ Coalition Supporting Documents (including an *updated* roster of active coalition members; a 1-page organizational chart; formal minutes from two coalition meetings held in 2003; and copies of *revised/new* Memoranda of Understanding).
  - ▶ Letter of Intent Sent to the Alcohol and Drug State Authority.

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- ▶ Project Information Summary.

Detailed instructions and descriptions of each of the required application elements are provided below. *Applications that do not include all the required elements will not be considered for DFCSP funding in FY 2004.*

An Application Checklist has been provided for your convenience (see page 20).

## **GMS Registration**

Applicants must register for this solicitation by selecting “FY 2004 Drug-Free Communities Support Program: Continuation” from the Funding Opportunities page in GMS. To register, applicants must select “Apply Now,” read the warning message that appears and select “Continue.” *The deadline for applicants to register on GMS is February 20, 2004.*

## **Application for Federal Assistance (SF-424)**

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information needed to generate the Application for Federal Assistance (SF-424), a standard form used by most federal agencies.

**Note:** On the Project Information screen, the Descriptive Title of Applicant’s Project box must include (1) the title of the grant program for which the applicant is applying (“Drug-Free Communities Support Program”); (2) the name of the federal agency funding the grant (“OJJDP”); and (3) the applicant organization’s fiscal year (e.g., July 1–June 30).

## **Assurances and Certifications**

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct. The authorizing official is the coalition’s formal fiscal agent.

### **Assurances**

The applicant must comply with Assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

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## Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement

Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace.”

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars. Because the new rules are more restrictive, grantees are encouraged to study the relevant statutes and to seek appropriate legal counsel where questions may arise.

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

### Budget Detail Worksheet (5 points)

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) includes both the federal request and match requirement, including in-kind contributions; and (4) provides a brief supporting narrative to link costs with project activities. *All funds listed in the budget will be subject to audit.*

**Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS.**

**Note:** *FY 2002 and FY 2003 grantees may request up to \$100,000. All FY 2000 and FY 2001 grantees should only request up to 75 percent of the original amount. Exceptions: No award will go below \$50,000, and any award less than \$50,000 will not decrease.*

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## Budget Worksheet and Narrative

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. The worksheet should provide the detailed computation for each budget line item. The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should also justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget (including detailed worksheet and accompanying budget narrative) can be found on page 27 and on the DFCS Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). The sample budget presents an example of a federal request and a sample non-federal match.

## Additional Budget Considerations

Applicants should also consider the following information when completing and submitting their budget:

- ◆ Applicants must provide a dollar-for-dollar match.
- ◆ Federal funds, including federal funds passed through a state or local government, cannot be used as the match. The only exception to the use of federal funds as match applies to tribal entities. Tribal entities, identified as such in their GMS Registration information, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government.
- ◆ Applicants receiving any other funds that will be used in support of the proposed grant activity must include the required information in the budget narrative. All sources of funds, including funding from other federal agencies, to be received for grant purposes must be clearly identified. Applicants should note the anticipated total of funds to be received and provide a brief description of any other program(s) receiving such funds.

## Program Narrative

The Program Narrative, which is limited to 13 single-spaced pages. The program narrative must include a program abstract, outline the project goals and objectives, and document the coalition's accomplishments to date.

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## 1) Program Abstract

The Program Abstract should not exceed 250 words. It should briefly summarize the activities that will be implemented to achieve the goals and objectives of the coalition, identify the target population, and specify the geographic area to be served with grant funds. If the coalition receives a DFCSF award, this abstract will be posted on the DFCSF Web site. A sample abstract appears on page 25.

## 2) Project Goals and Objectives

This section of the Program Narrative must clearly describe the following:

- ◆ Project goals that are consistent with and address both goals of the Drug-Free Communities Support Program, which are to:
  - ▶ Reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.
  - ▶ 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.
- ◆ Objectives that are (1) consistent with accomplishing the project goals, (2) measurable and achievable within 1 year of program implementation, and (3) consistent with local problems and needs assessment data. Objectives should be specific, quantifiable, and measured within a specified period of time.
- ◆ The logical relationship of proposed goals and objectives to (1) the risk and protective factors in the community and (2) to communitywide norms and attitudes.
- ◆ Measurable and achievable outcomes should be specified. Outcomes measure changes in behavior over the long-term (e.g., 3–5 years).

Coalitions are encouraged to develop goals and objectives that are consistent with the four required data measures of the Drug-Free Communities Support Program. These data measures are listed on page 15.

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### **3) Accomplishments to Date**

#### **Evaluation Plan and Results**

Please provide the coalition's current evaluation plan and report findings of the coalition's process, outcome, and impact evaluations, including the four measures required under the grant:

- ◆ Age of onset of any drug use (including alcohol and tobacco).
- ◆ Frequency of use in the past 30 days.
- ◆ Perception of risk or harm.
- ◆ Perception of disapproval of use by peers and adults.

#### **Program Implementation**

In less than 500 words, briefly describe the activities the coalition has implemented over the past grant year to achieve the goals and objectives of the coalition.

#### **Format**

The Program Narrative (including all three required sections) must be single-spaced using a standard 12-point font and 1-inch margins on all sides. Please limit the use of acronyms. If used, acronyms must be spelled out when first referenced. The Program Narrative must not exceed 13 pages (please number pages 1 of 13, 2 of 13, etc.). This 13-page limit includes any charts, tables, or figures.

#### **Other Program Attachments**

Applicants must provide the following materials in a single file as an attachment to their DFCSP application. As with the budget detail worksheet and program narrative attachments, the Other Program Attachments file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).

Please provide the following items in the order presented here and using the headings as indicated, starting each section on a new page. In other words, the Other Program Attachments will be one file with five sections, with each section beginning on a new page. The sections are:

- ◆ Project Timeline.
- ◆ Personnel Information.
- ◆ Coalition Supporting Documents.
- ◆ Letter of Intent Sent to Alcohol and Drug State Authority.
- ◆ Project Information Summary.

Descriptions of these sections are given below.

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## Project Timeline

This section must include a 1-year project timeline that outlines each project goal, related objective, activity, completion time, and responsible party.

## Personnel Information

This section must include:

- ◆ Résumés of all *new* key personnel. *Only include résumés that were not submitted in previous DFCSP applications.*
- ◆ Position descriptions outlining roles and responsibilities for any *new* key positions, including those that are currently vacant. *Only include position descriptions that were not submitted in previous DFCSP applications.*

## Coalition Supporting Documents

This section must include the following items, placing each on a separate page (or pages):

- ◆ Updated roster of coalition members. Note the sectors they represent, describe their contribution to the work of the coalition, and identify the chair of the coalition. Rosters must be submitted as shown in the sample on page 26.
- ◆ One-page organizational chart of staff.
- ◆ Minutes of two coalition meetings held in 2003. The coalition's meeting minutes must demonstrate that it has substantial involvement and participation from its membership, as well as from other volunteer community leaders.
- ◆ Revised/new memoranda of understanding (MOUs) between the applicant and key coalition members/organizations that will contribute substantially to achieving the goals and objectives of the coalition. *Only include MOUs that were not submitted in previous DFCSP applications.* Applicants must submit a copy of the MOU listing the name of each signer. If similar MOUs were signed by multiple parties, please submit one copy of the MOU with a complete list of the signers. *The applicant must certify that a signed hardcopy of the originals will be maintained by the coalition.* A sample MOU can be found on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

## Letter of Intent Sent to Alcohol and Drug State Authority

Before submitting its DFCSP application, the coalition must submit a letter to the Alcohol and Drug State Authority, notifying the Authority of the coalition's intent to apply for a DFCSP grant. A list providing contact information for each Alcohol and Drug State Authority is available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). The purpose of this letter of intent is to enhance

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intergovernmental collaboration, cooperation, and coordination. A copy of this letter must be included in the Other Program Attachments file.

## **Project Information Summary**

The applicant must submit a one- to two-page Project Information Summary that includes all of the following information *exactly as defined below*.

### **General Information**

Please provide the following general information about the coalition.

- ◆ Name of fiscal agent/legal name of applicant.
- ◆ Mailing address of fiscal agent (including zip code).
- ◆ Name of the coalition.
- ◆ Mailing address of the coalition (including zip code).
- ◆ Date the coalition was established.
- ◆ Indicate whether the coalition is religious/faith-based.
- ◆ List all the drugs addressed by the coalition (including marijuana, alcohol, tobacco, methamphetamine, MDMA [ecstasy], steroids, inhalants, heroin, and any other drugs).
- ◆ Indicate whether the coalition received a DFCSA award in FY 1998 or FY 1999, and if so, provide the grant number of the DFCSA award.
- ◆ Amount of FY 2004 funds requested.
- ◆ List all the coalition's other federal and state funding sources (including OJP's Weed & Seed program, Drug Courts, OJJDP's Enforcing Underage Drinking Laws Program, Center for Substance Abuse Prevention State Incentive subgrants, U.S. Department of Education's Safe and Drug-Free Schools program, etc.).
- ◆ List any other of the coalition's funding sources (including foundations, fundraising drives, corporate support, and any other funding sources).

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## Other Contact Information

Please provide contact information for the following individuals.

- ◆ Official authorized to accept funds on behalf of the coalition (include name, phone number, and e-mail address).
- ◆ Coalition board chair/president (include name, phone number, and e-mail address).
- ◆ Proposed project director of the DFCSP grant (include name, phone number, and e-mail address).
- ◆ Proposed evaluation contact for the DFCSP grant (include name, phone number, and e-mail address).

## Demographics

Please provide the following information describing the target area served by the coalition.

- ◆ Congressional district(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.
- ◆ Population of school-age children in the target area served by the coalition.
- ◆ Population ethnicity of the target area served by the coalition (indicate by percentage using U.S. Bureau of the Census designations).
- ◆ 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, CDP, or non-place territory within a CMSA or 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.

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- ▶ *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 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 (as defined by 20 percent or more children in the affected school districts living at or below 185 percent of the poverty level).
- ◆ Indicate whether the coalition serves a target population within a jurisdiction designated by the U.S. Department of Housing and Urban Development as an Empowerment Zone (EZ) or Enterprise Community (EC).
- ◆ Indicate whether local law enforcement considers that there is a gang presence in the target area served by the coalition.

The information provided in the Project Information Summary will be collected in a DFCSP grantee database to assist ONDCP and OJJDP with the administration of the Drug-Free Communities Support Program.

A template for the Project Information Summary is available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). Applicants are encouraged to download the template, provide the requested information, and copy the summary into the Other Program Attachments file.

## Administrative Requirements

### Performance Measurement

The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with DFCSP funds. To ensure compliance with GPRA, grantees will be required to collect and report data which measure the results of the program implemented with this grant. To ensure accountability of these data, for which ONDCP and OJP are responsible, the following four performance measures must be addressed in the coalition’s plan:

- ◆ Age of onset of any drug use (including alcohol and tobacco).
- ◆ Frequency of use in the past 30 days.
- ◆ Perception of risk or harm.
- ◆ Perception of disapproval of use by peers and adults.

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Award recipients will be required to collect and report data in support of these measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow ONDCP to provide Congress with measurable program results of federally funded programs.

Recognizing that the maximum grant award is \$100,000, applicants are encouraged to select additional measurable objectives carefully. There is no specific requirement regarding the amount of grant funds that must be spent on measurement, evaluation, and reporting. Many community coalitions are able to get assistance from colleges, universities, and other community agencies for these services. Such assistance should be noted and can be counted toward the non-federal match requirements in the budget.

## **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if this program has been selected for review by the state. A list of state SPOCs is available on the Office of Management and Budget Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

## **Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), or by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street NW., 8th Floor, Washington, DC 20531

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## Privacy Certificate Requirements

Applicants should be aware of the U.S. Department of Justice's (DOJ's) requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3879g. DOJ has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an institutional review board (IRB), in accordance with DOJ regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before federal funds can be disbursed for human subjects activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of "Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)" is available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

## Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and the OJP's *Financial Guide* available from the OJP Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

## Government Audit Requirements

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award to their cognizant federal agency.

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Grantees must comply with the following OJP reporting requirements:

- ◆ **Financial Status Reports (SF-269).** Financial Status Reports should be completed and provided to the Office of the Comptroller's Control Desk within 45 days after the end of each calendar quarter during the grant period.
- ◆ **Categorical Assistance Progress Reports (OJP Form 4587/1).** Categorical Assistance Progress Reports should be completed and provided to the Office of the Comptroller's Control Desk within 30 days after the end of the June 30 and December 31 semiannual period during the grant period.

## Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ◆ Failing to comply substantially with the requirements or statutory objectives of the Drug-Free Communities Act (Pub. L. No. 105-20), program guidelines issued thereunder, or other provisions of federal law.
- ◆ Failing to make satisfactory progress toward the goals, objectives or strategies set forth in the application.
- ◆ Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ◆ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ◆ Failing to submit reports.
- ◆ Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

## Award Amount

FY 2002 and FY 2003 DFCSP grantees may request up to \$100,000. All FY 2000 and FY 2001 DFCSP grantees should only request up to 75 percent of the original amount. No award will go below \$50,000, and any award less than \$50,000 will not decrease.

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Funding for this program is subject to Congressional appropriations. Applicants must provide a dollar-for-dollar match. Federal funds, including federal funds passed through a state or local government, cannot be used as the dollar-for-dollar match. The only exception to the use of federal funds as match applies to tribal entities. Tribal entities, listed as such on their SF-424, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government.

## **Award Period**

The project will be funded for a 12-month project period.

## **Due Date**

Applications to the FY 2004 Drug-Free Communities Support Program must be submitted by 12 Midnight, Eastern Time, March 5, 2004, using the online Grants Management System ([www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)). *Faxed or mailed applications will not be accepted.*

## **For Further Information**

For further information, please contact your Program Manager.

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## Application Checklist

### FY 2004 Drug-Free Communities Support Program: Continuation Funding

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS) by 12 Midnight, E.S.T., March 5, 2004.

- \_\_\_\_\_ **DUNS Number.** Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505. *See page 6.*
- \_\_\_\_\_ **GMS Registration.** Registration must be completed no later than February 20, 2004. *See page 7.*
- \_\_\_\_\_ **Application for Federal Assistance (SF-424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS. *See page 7.*
- \_\_\_\_\_ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official. The authorizing official is the coalition's fiscal agent. *See page 7.*
- \_\_\_\_\_ **Budget Detail Worksheet.** The Budget must include a worksheet that shows the non-federal match and a narrative that provides justification for all proposed costs. *See page 8.*
- \_\_\_\_\_ **Program Narrative.** The Program Narrative must include a 250-word program abstract, outline the project goals and objectives, and document the coalition's accomplishments to date. *See page 9.*
- \_\_\_\_\_ **Other Program Attachments.** The Other Program Attachments must include the following sections in a single file:
  - \_\_\_\_\_ **Project Timeline.** *See page 12.*
  - \_\_\_\_\_ **Personnel Information.** The Personnel Information section must include résumés and position descriptions of all *new* key personnel. *See page 12.*
  - \_\_\_\_\_ **Coalition Supporting Documents.** The Coalition Supporting Documents section must include an *updated* roster of coalition members; a 1-page organizational chart of staff; minutes of two coalition meetings held in 2003; and *revised/new* memoranda of understanding (MOUs). *See page 12.*
  - \_\_\_\_\_ **Letter of Intent Sent to the Alcohol and Drug State Authority.** *See page 12.*
  - \_\_\_\_\_ **Project Information Summary.** *See page 13.*

Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). Refer to corresponding sections in this program announcement for more detailed information about the required contents of each attachment.

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## **Step-by-Step Guide to OJP's Grants Management System** (<https://grants.ojp.usdoj.gov>)

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.729, titled "Drug-Free Communities Support Program."

OJP requires that applications for funding be submitted through OJP's Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

Applicants should use all criteria and guidelines found in this program announcement to assist them in preparing their DFCSP grant application. Applications must be submitted to OJP electronically through GMS no later than 12 midnight, Eastern Time, on March 5, 2004. However, in order to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by February 20, 2004.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 888-549-9901.

### **Step 1: Signing On**

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and entered the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID should select "New User? Register Here." After providing all the required information, click on "Create Account" at the bottom of the page. Applicants should be sure to note their user ID and password, which are case sensitive.

Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505.

### **Step 2: Registering on GMS/Selecting the Program**

*The deadline for applicants to register on GMS is February 20, 2004.*

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office of Juvenile Justice and Delinquency Prevention" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OJJDP.

From the list of OJJDP grants, find "FY 2004 Drug-Free Communities Support Program: Continuation" and click "Apply Online."

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Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

### **Step 3: Completing Overview Information**

Select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at [policy.fws.gov/library/rgeo12372.pdf](http://policy.fws.gov/library/rgeo12372.pdf)), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

### **Step 4: Completing Applicant Information**

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The rest of this page will prepopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

### **Step 5: Completing Project Information**

Provide a title that is descriptive of your project. The Descriptive Title of Applicant’s Project box must include (1) the title of the grant program for which you are applying (“Drug-Free Communities Support Program”); (2) the name of the federal agency funding the grant (“OJJDP”); and (3) your organization’s fiscal year (e.g., July 1–June 30).

List the geographic areas to be affected by the project.

Enter a start date for the project that is on or after October 1, 2004, and an end date that is no more than 12 months later.

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying (no more than \$100,000) in the federal line under the “Estimated Funding” section. Enter the amount of other contributions in the appropriate lines to explain the origins of the required 100-percent match.

Click “Save and Continue.”

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## Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Requirements on page 6 for detailed instructions about the information to include in each attachment.)

- ◆ Budget Detail Worksheet (Attachment #1).
- ◆ Program Narrative (Attachment #2).
- ◆ Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

*Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.*

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

## Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have selected both documents, then enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

## Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

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If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OJJDP has approved your user ID. OJJDP will approve your user ID within 2 business days after you begin your application.

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## Sample Program Abstract

Applicants are required to include a program abstract as part of the Program Narrative attachment to their DFCS application. The abstract must not exceed 250 words and should provide the information requested in the following template.

The [insert coalition name] serves [identify and describe the target area and population served by the coalition]. The goals of the program are to [enumerate the goals]. To achieve these goals, the coalition will implement the following strategies: [enumerate the programmatic strategies].

A sample program abstract is presented below.

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) intervene with younger children to prevent or delay first use of alcohol, tobacco, and other drugs; 2) develop effective community responses to youth alcohol, tobacco, and drug use; and 3) enhance efforts to address the specific problem of underage drinking by Eastern County 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) provide elementary school children with afterschool programs that promote healthy decisionmaking and positive associations with adults; 3) conduct communication skills training sessions for parents/caregivers who have children enrolled in the school DARE curriculum; 4) establish a media campaign to increase awareness of youth drug problems; and 5) sponsor training for law enforcement officers who respond to underage drinking parties.

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## Sample Coalition Roster

Applicants are required to include a roster of coalition members as part of the Other Program Attachments submitted with their DFCSF application. (See Eligibility on page 3 for a list of the required sectors that must be represented in the coalition.) Rosters should be submitted with the information as shown in the following sample.

<b>Member Name</b>	<b>Organization</b>	<b>Contribution</b>	<b>Sector Represented</b>
Gwen Doe	Anytown School Principal	school programming	School
Mark Smith	Dept. of Human Services	attendance/TANF	State Agency
Patrick Jones	County State's Attorney's Office	ATOD casework	Law Enforcement
Cassandra White	City Park and Recreation	city services directory	Youth Services
Kim Black	Parent	community newsletter	Parent
Preeti Brown	Anytown Bank	advertising support	Business
Linda Green	WABC News	media campaign	Media
Darlene Silver	Anytown Synagogue	faith/religious network	Religious <sup>a</sup>
Tim Benson	Anytown Rotary Club	local resource	Civic <sup>b</sup>
Kristie Jackson	Anytown MH Hospital	mental health services	Healthcare
Laura Stone	Anytown Hospital	treatment services	Other
Shauna Martin	Anytown High School Student	youth survey interviewer	Youth

<sup>a</sup> Please note that the eligibility requirements (see page 3) mandate that the coalition include at least one member/representative from "religious or fraternal organizations." In this sample, that requirement is fulfilled by a representative from a religious organization.

<sup>b</sup> Please note that the eligibility requirements (see page 3) mandate that the coalition include at least one member/representative from "civic and volunteer groups." In this sample, that requirement is fulfilled by a representative from a civic organization.

# Budget Detail Worksheet

<b>A. Personnel</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>		
(name), Executive Director	(\$64,890 x 10%)	\$6,489.00
(name), Coordinator	(\$46,276 x 30%)	\$13,883.00
(name), Information Specialist	(\$32,000 x 10%)	\$3,200.00
(name), Community Dev. Specialist	(\$26,000 x 70%)	\$18,200.00
(name), Peer Helper	(\$23,000 x 40%)	\$9,200.00
(name), Clerical Support	(\$19,776 x 10%)	\$1,978.00
<p>The executive director will provide oversight of grant, including fiscal and personnel management, community relations, and project implementation, evaluation, and dissemination. The coordinator will coordinate coalition services and project activities, including hiring, training, and supervising staff, coalition communication, data collection, and dissemination of findings. The information specialist will plan and oversee research, evaluation, and data collection activities. The community development specialist will provide staffing support to the working council in the area of media, cultural and religious outreach, and outreach to businesses. The peer helper will be responsible for youth peer recruitment, coordination, and support. The clerical support will process paperwork, payroll, and expense reports and be a major point of contact.</p>		
		<b>TOTAL \$52,950.00</b>
<b>NON-FEDERAL MATCH AMOUNT</b>		
(name), Executive Director	(\$40/hr. x 2 hrs. x 52 wks.)	\$4,160.00
(name), Project Coordinator	(\$12.02/hr. x 20 hrs. x 52 wks.)	\$12,500.00
(name), Secretarial support	(2% of \$13,000 [annual salary])	\$260.00
(name), Volunteers for Youth Summit	(20 x 150 hrs. x \$7/hr.)	\$21,000.00
<p>The executive director will provide oversight of the implementation of the grant to ensure compliance with all grant requirements. The State's mental health agency is contributing these funds to the grant. The full-time project coordinator will be responsible for implementing and coordinating all coalition activities and meetings. The coalition has secured local funding for half of the coordinator's salary (20 hours per week). The coalition's secretary is devoting 2% of her time to support grant activities. Twenty youth are volunteering time to plan and implement the Youth Summit scheduled for Spring 2002. Average amount of time per youth is estimated at 7.5 hours and \$7.00 is average volunteer rate for youth/parents.</p>		
		<b>TOTAL \$37,920.00</b>

<b>B. Fringe Benefits</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>		
Employer's FICA	(\$52,950 x 7.65%)	\$4,051.00
Worker's Compensation	(\$52,950 x 2.5%)	\$1,324.00
Health/Life Insurance	(\$52,950 x 7%)	\$3,707.00
Disability Insurance	(\$52,950 x 1.5%)	\$794.00
Unemployment Insurance	(\$52,950 x 1.5%)	\$794.00
		<b>TOTAL \$10,670.00</b>
<b>NON-FEDERAL MATCH AMOUNT</b>		
Employer's FICA	(\$12,500 x 7.65%)	\$956.25
Retirement	(\$12,500 x 6.85%)	\$856.25
Unemployment Insurance	(\$12,500 x 1%)	\$125.00
Workers Compensation	(\$12,500 x 2.5%)	\$312.50
Health/Life Insurance	(\$12,500 x 7%)	\$875.00
<p>The coalition has secured local funding to pay all fringe benefits for the project coordinator.</p>		
		<b>TOTAL \$3,125.00</b>

<b>C. Travel</b>				
<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>				
2-day grantee conference	Washington, DC	Airfare	(\$200 x 2 people)	\$400.00
		Hotel	(\$119 x 2 people x 2 nights)	\$476.00
		Meals	(\$46 x 2 people x 2 days)	\$184.00
2-day regional training	Chicago, IL	Airfare	(\$150 x 2 people)	\$300.00
		Hotel	(\$155 x 2 people x 2 nights)	\$620.00
		Meals	(\$46 x 2 people x 2 days)	\$184.00
				<b>TOTAL</b>
				<b><u>\$2,164.00</u></b>
<b>NON-FEDERAL MATCH AMOUNT</b>				
2-day regional training conference attendance for 2 people	Chicago, IL	Airfare	(2 x \$200)	\$400.00
		Hotel	(2 x 2 nights x \$155/night)	\$620.00
		Per diem	(2 x 2 days x \$46/day)	\$184.00
Mileage for outreach workshops	Greenville, IL		(\$.33/mile x 354 miles)	\$117.00
<p>The regional conference, sponsored by the Center for the Application of Prevention Technology (CAPT), will provide training and technical assistance to grantees in the central region. The executive director and project coordinator will participate. Estimated costs are calculated based on Federal per diem rates for Chicago, IL. The local business community is providing funds for conference attendance. Project coordinator will travel to Greenville, IL to lead workshops for outreach project efforts. The local fraternal organization is reimbursing mileage cost.</p>				
				<b>TOTAL</b>
				<b><u>\$1,321.00</u></b>

<b>D. Equipment</b>		
<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>		
None		
<b>NON-FEDERAL MATCH AMOUNT</b>		
None		

**E. Supplies**

Supply Items	Computation	Cost
<b>FEDERAL REQUEST</b>		
Office supplies	(\$50/mo. x 12 mo.)	\$600.00
Postage	(\$20/mo x 12 mo.)	\$240.00
Video camera	\$1,000	\$1,000.00
2 computers	(\$800/computer x 2)	\$1,600.00
1 printer	\$300.00	\$300.00
1 copier	\$500.00	\$500.00

Office supplies and postage will be needed for general operation of the project. The video camera will be used to record youth drug awareness training sessions for cable TV presentation. The equipment will support grant-related activities by coalition members and project staff.

**TOTAL     \$4,240.00**

**NON-FEDERAL MATCH AMOUNT**

1 bookcase	\$74.00	\$74.00
Office supplies	(12 mo. x \$50/mo.)	\$600.00
1 digital camera	\$300.00	\$300.00
Project flier printing	(4,652 x \$0.50/page)	\$2,326.00
2 printers	(\$300/printer x 2)	\$600.00
1 fax machine	\$150.00	\$150.00
1 copier	\$500.00	\$500.00

The local television station is donating these supplies for use in implementation of the grant and related coalition activities. A coalition member is donating the printing of project training materials and fliers. The coalition is donating this equipment for use in implementation of the grant and related coalition activities.

**TOTAL     \$4,550.00**

**F. Construction**

Purpose	Description of Work	Cost
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**FEDERAL REQUEST**

None

**NON-FEDERAL MATCH AMOUNT**

None

**G. Consultants/Contracts**

**Consultant Fees**

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>			
(name)	Evaluation Specialist	(\$150/day x 30 days)	\$4,500.00
Dr. (name) will collect and analyze school survey data and write evaluation report.			
			<i>Subtotal</i> <b><u>\$4,500.00</u></b>

**NON-FEDERAL MATCH AMOUNT**

(name)	Coalition facilitators	(6 x \$17.50/hr. x 20 hrs./mo. x 12 mos.)	\$25,200.00
Approximately six coalition members are volunteering their time to facilitate the youth drug prevention sessions outlined in the strategic plan. Hourly rate is based on average salaries of volunteers.			
			<i>Subtotal</i> <b><u>\$25,200.00</u></b>

**Consultant Expenses**

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>			
Mileage	Chicago/Buffalo Grove, IL	(60 miles round trip x 6 trips x .33/mile)	\$119.00
Dr. (name) is expected to make up to 6 trips to Buffalo Grove, IL, to coordinate with the coalition and to collect survey data.			
			<i>Subtotal</i> <b><u>\$119.00</u></b>

**NON-FEDERAL MATCH AMOUNT**

None

**Contracts**

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>FEDERAL REQUEST</b>		
PSA production	(\$23/hr. x 100 hrs.)	\$2,300.00
A local vendor will produce a 1 1/2-minute PSA from the youth drug awareness training video for local television market. Task includes cutting and editing the tape, preparing the introductory segment, inserting transition music or narrative as appropriate, and synchronizing the sound track. A Request for Proposal will be issued to secure a competitive bid before final selection is made.		

**NON-FEDERAL MATCH AMOUNT**

None

**FEDERAL REQUEST TOTAL** **\$6,919.00**

**NON-FEDERAL MATCH AMOUNT TOTAL** **\$25,200.00**

## H. Other Costs

Description	Computation	Cost
<b>FEDERAL REQUEST</b>		
Rent	(700 sq. ft. x \$15/sq. ft.) i.e. (\$875/mo. x 12 mo.)	\$10,500.00
Telephone and fax	(\$100/mo. x 12 mo.)	\$1,200.00
Student alcohol, tobacco, and other drug (ATOD) surveys	(\$1/survey x 4,447 surveys)	\$4,447.00
Summer camp registration fee	(\$40/youth x 48 youth)	\$1,920.00
Rent, telephone, and fax machine will be used to operate the project. Survey copyright requires the purchase of the ATOD surveys. Summer camp fee of \$40 per person is required to participate in the ROPES course.		
<b>TOTAL</b>		<b><u>\$18,067.00</u></b>

### NON-FEDERAL MATCH AMOUNT

Rent	(700 sq. ft. x \$15/sq. ft./yr.) i.e. (\$875/mo. x 12 mos.)	\$10,500.00
Television time for PSA dissemination	(50 spots x \$250 each)	\$12,500.00
Food and beverages for program meetings	(40 attendees x \$2.50/person x 3 meetings)	\$300.00
Space rental for Student/Parent Awareness Event		\$1,200.00
The county government is providing office space for the project staff to undertake the daily operational tasks of the project. The local television station is donating air time based on 1½ minutes per PSA. The local market is donating the food and beverages, including snack food and fruit drinks for 40 people. Food and beverages will be served as part of the drug awareness rite of passage activity between program parents and youth that precedes the graduation activity. Food and beverages will comply with OJP's Financial Guide: allowable, reasonable, work-related event, and not social event. The school system is waiving rental fee for weekly activity room use for a period of 2 hours each week. The activity room will be used for drug prevention awareness sessions with youth.		
<b>TOTAL</b>		<b><u>\$24,500.00</u></b>

## I. Indirect Costs

Description	Computation	Cost
<b>FEDERAL REQUEST</b>		
8% of personnel and fringe benefits	(\$63,620 x 8%)	\$5,090.00
The indirect cost rate was approved by the Department of Justice in 2001. (A copy of the fully executed, negotiated, indirect cost agreement is attached.)		
<b>TOTAL</b>		<b><u>\$5,090.00</u></b>
<b>NON-FEDERAL MATCH AMOUNT</b>		
8% of personnel and fringe benefits	(\$41,045 x 8%)	\$3,284.00
(See attached copy of the negotiated indirect cost agreement.)		
<b>TOTAL</b>		<b><u>\$3,284.00</u></b>

<b>Budget Summary</b>			
<b>Budget Category</b>	<b>Federal Request</b>	<b>Non-Federal Match</b>	<b>Total</b>
A. Personnel	\$52,950.00	\$37,920.00	\$90,870.00
B. Fringe Benefits	\$10,670.00	\$3,125.00	\$13,795.00
C. Travel	\$2,164.00	\$1,321.00	\$3,485.00
D. Equipment	\$0.00	\$0.00	\$0.00
E. Supplies	\$4,240.00	\$4,550.00	\$8,790.00
F. Construction	\$0.00	\$0.00	\$0.00
G. Consultants/Contracts	\$6,919.00	\$25,200.00	\$32,119.00
H. Other	\$18,067.00	\$24,500.00	\$42,567.00
<b>Total Direct Costs</b>	<b>\$94,910.00</b>	<b>\$96,716.00</b>	<b>\$191,626.00</b>
I. Indirect Costs	\$5,090.00	\$3,284.00	\$8,374.00
<b>TOTAL PROJECT COSTS</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$200,000.00</b>
<b>Federal Request</b>	<b>\$100,000.00</b>		
<b>Non-Federal Match</b>		<b>\$100,000.00</b>	