



FY 2004
Drug-Free
Communities
Support Program

 **PROGRAM**
ANNOUNCEMENT

DUE DATE: March 26, 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). 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 (see page 28). 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 and information about regional application workshops (scheduled to be held in Phoenix, AZ; Atlanta, GA; Chicago, IL; Jackson, MS; and Philadelphia, PA.) will be posted on the Drug-Free Communities Support Program Web site (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 March 12, 2004.
- ◆ Applicants must submit completed applications by 12 midnight, Eastern Time, March 26, 2004.

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

Drug-Free Communities Support Program

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 2) to review this announcement for the Drug-Free Communities Support Program. Approximately 180 grants of up to \$100,000 will be made available through a competitive grant process in fiscal year (FY) 2004.

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.
- ◆ Enhance community efforts to promote and deliver effective substance abuse prevention strategies.

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- ◆ 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 DFCSP 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 DFCSP Web site (ojjdp.ncjrs.org/dfcs).

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. FY 2004 DFCSP grants will be available to eligible coalitions in amounts of up to \$100,000 for a 12-month period. 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).
- ◆ The coalition must demonstrate that its members have worked together on substance abuse prevention/reduction initiatives for a period of not less than 6 months before submitting its application. This must be demonstrated through the submission of two sets of meeting minutes. At least one set of minutes should reflect a meeting held prior to September 2003, in order to establish that the coalition has been in existence for the required length of time.
- ◆ 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.

* Statewide substance abuse prevention coalitions may apply for a DFCSP grant provided that they meet all criteria specified in this grant announcement.

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- ▶ 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.

No coalition or fiscal agent may submit more than one application under this program announcement.

FY 1998 DFCSP Grantees

Former DFCSP grantees who received their initial award in FY 1998, who are not currently DFCSP grantees, and who want to compete for funding in FY 2004, must submit an application under this solicitation.

FY 1999 DFCSP Grantees

DFCSP grantees who received their initial award in FY 1999 and who want to compete for funding in FY 2004 must submit an application under this solicitation.

FY 2000–03 DFCSP Grantees

DFCSP grantees who received their initial award in FY 2000, 2001, 2002, or 2003 are *not eligible* to apply for funds under this program announcement. Contingent upon funding availability and performance, FY 2000–03 DFCSP grantees will have the opportunity to apply for FY 2004 supplemental funding through separate program guidelines that are sent directly to these grantees.

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 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 provide evidence that it will receive and expend non-federal matching funds as required.
- ◆ The coalition must submit a detailed evaluation plan to measure and report outcomes.
- ◆ 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 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.
- ◆ The coalition must include a statement in the Project Evaluation section of their application (see Project Design on page 12) noting their agreement to participate in a national evaluation of the Drug-Free Communities Support Program.

Application Assistance

Applicants applying under this solicitation are strongly encouraged to read this program announcement thoroughly and follow all instructions carefully. A glossary defining key terms referenced throughout this announcement is located on the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

Regional workshops will be held to provide assistance, training, and technical support for submitting applications for the Drug-Free Communities Support Program. The workshops will be held in Phoenix, AZ; Atlanta, GA; Chicago, IL; Jackson, MS; and Philadelphia, PA. To learn more about the workshops, access the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

Application Peer Review

OJJDP and ONDCP are committed to ensuring a competitive and standardized process for awarding DFCSP grants. Applications will be screened initially by ONDCP and OJJDP to determine whether the coalition meets all the eligibility requirements as noted on page 2. Only applications submitted by eligible coalitions and that meet all other requirements will be evaluated, scored, and rated by a peer review panel according to the selection criteria described under Application Requirements (see below). 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 below with the description of each element.

Peer reviewers' ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the Director of ONDCP, with input from ONDCP's Deputy Director and the Administrator of OJJDP and in consultation with the Administrator of the Drug-Free Communities Support Program at ONDCP. ONDCP may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP's peer review process can be found on the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

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).

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- ◆ Program Narrative (including Program Abstract, Nature and Extent of Drug Use in the Community, Project Goals and Objectives, Project Design, Management and Organizational Capability, and Accomplishments to Date).
 - ◆ Other Program Attachments, including the following items:
 - ▶ Project Timeline.
 - ▶ Personnel Information (including résumés and position descriptions of key personnel).
 - ▶ Coalition Supporting Documents (including the mission statement of the coalition; a roster of active coalition members; a 1-page organizational chart; formal minutes from at least two coalition meetings, one of which must have been held before September 2003; and copies of Memoranda of Understanding).
 - ▶ Letter of Intent Sent to the Alcohol and Drug State Authority.
 - ▶ 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 27).

GMS Registration

Applicants must register for this solicitation by selecting “FY 2004 Drug-Free Communities Support Program: New” 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 March 12, 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.

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. The budget must reflect the guidelines under Grant Award Information on page 24 (i.e., up to \$100,000 will be available for a 12-month budget period; applicants must provide a dollar-for-dollar non-federal match.) *No extra points will be awarded for matching funds exceeding the federal request. In addition, 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.

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 34 and on the DFCSP Web site (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. The match should be itemized separately in the budget worksheet and explained in the budget narrative. As is shown in the sample budget (see page 34), the total non-federal match must equal the total federal funding request, but the non-federal match and federal request need not match for each individual line item. (For example, a federal request for \$2,000 for travel does not need to be equalled by a \$2,000 non-federal match for travel as long as the total non-federal match is the same as the total federal request.) *The coalition must provide evidence that it will receive and expend non-federal matching funds as required (see Management and Organizational Capability on page 16).*

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- ◆ In-kind support may also be used for the match requirement. In-kind support includes the value of goods and services donated to the operations of the coalition. Typical examples include donated office space, volunteer secretarial services, pro bono accounting services, or other personnel serving in a voluntary capacity.
 - ◆ Federal funds, including 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.
 - ◆ Budgets must allow for required travel, including one trip for two individuals to a 3-day New Grantee Training Workshop held in November in Washington, DC. Other travel for staff or volunteer training purposes is permissible.
 - ◆ Grantees may use a reasonable portion of grant funds for membership dues to professional organizations to the extent such memberships directly support and benefit the coalition's mission.
 - ◆ 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 to be received for grant purposes must be clearly identified.

Program Narrative (Total: 95 points)

The Program Narrative, which is limited to 20 single-spaced pages, is worth a total of 95 points in the peer reviewers' scoring. The program narrative must include a program abstract and must describe the nature and extent of drug use in the community (15 points), outline the project goals and objectives (15 points), present the project design (30 points), describe the coalition's management and organizational capability (20 points), and document the coalition's accomplishments to date (15 points).

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 DFCSA award, this abstract will be posted on the DFCSA Web site. A sample abstract appears on page 32.

2) Nature and Extent of Drug Use in the Community (15 points)

This section of the program narrative must identify, analyze, and depict the nature and extent of youth drug use in the applicant's community. It should include a description of the specific types of

substance abuse and related problems being experienced by youth and identify the specific issues, problems and/or community needs the coalition will address in the subsequent Project Goals and Objectives and Project Design sections.

This section must address the following topics:

- ◆ *Community Description.* Describe the applicant's community and examine prevailing perceptions, attitudes, and community norms that may relate to "why kids use drugs," particularly as they exist among coalition members, community leaders, decisionmakers, and others in the targeted community.
- ◆ *Risk and Protective Factors.* Identify the community's particular risk and protective factors and analyze how these factors contribute to or reduce the substance abuse problems in the population served by the coalition.
 - ▶ Risk factors include those individual characteristics or social environments associated with an increased likelihood of substance use. Examples of risk factors might include the community's proximity to major drug trafficking routes, high levels of poverty and unemployment, or a social climate, attitudes, and norms that encourage high-risk behaviors.
 - ▶ Protective factors include those individual characteristics or social environments associated with a decreased likelihood of substance use or of nonuse. Examples of protective factors might include a network of high-quality afterschool programs, a job training program providing teens with part-time work experience, or a well-attended tutoring program.
- ◆ *Specific Drug-Use Problems Targeted by Coalition.* Identify and describe the specific drug-use problems that coalition members have determined to be primary strategic targets for current and future community action. The substance abuse problems to be identified should be considered within the framework of multiple sectors or domains (e.g., families, schools, workplaces, and the community or environment at large). For example, if marijuana use among youth is a priority problem to be addressed in the community, the applicant should describe the extent of the problem in this section.
- ◆ *Data.* Present specific drug-use data and findings that have been used to develop the coalition's strategic plan. The applicant should also include findings from community needs assessments, surveys of coalition members, deliberations from town hall meetings, and any other planning tools or processes that were used to define the specific drug-use problems the coalition intends to address with DFCS grant funds. Wherever possible, the applicant should use recent (i.e., within past 3 years) school-based surveys or other local surveys of drug usage that document the incidence and prevalence of substance abuse problems among youth. If these survey data are not available, the applicant must report data from other sources that relate to youth substance abuse problems. Please site references to all data sources. Examples of local community data sources include police department arrest records, hospital admissions data,

state and county health department substance abuse records, and traffic accident records, as well as other similar sources.

3) Project Goals and Objectives (15 points)

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 14.

Note: The coalition's evaluation plan for measuring these goals and objectives should be described in the project evaluation section of the project design (see page 15).

4) Project Design (30 points)

This section should describe the coalition's overall plan for achieving the project goals and objectives (and related activities). *The coalition should undertake and describe multiple strategies to reduce substance abuse among youth using a multisector approach, and the proposed strategies must focus on more than one drug.* Applicants are required to address the coalition's work activities related to (a) coalition building and maintenance; (b) selection and implementation of multiple strategies aimed at reducing drug use among youth; and (c) local community measurements, project evaluation, and community

reporting. (These three elements will weigh equally in the peer reviewers' scoring, with each worth approximately 10 points). The project design should identify, describe, and discuss the coalition's approach to these three essential components. Additional information can be included, if it adds to a more complete understanding of the coalition's work to be accomplished.

a) Coalition Building and Maintenance

Applicants must provide a detailed discussion of their efforts to build and maintain the coalition:

- ◆ *Coalition Building.* Describe how the coalition engages multiple sectors of the community (e.g., health, education, police, parents, youth, key officials and leaders, etc.) in its strategic planning process. Explain the processes the coalition uses to expand membership and to actively engage key community leaders, policymakers, and the community at large in reducing drug abuse through enhanced involvement and understanding of the nature and extent of the problem. Describe the involvement of youth, parents, and other private citizens. Detail the coalition's efforts to ensure that membership is inclusive and responsive to the diverse needs of populations within the community. Note any problems that have arisen in the coalition's experience in engaging multiple sectors.
- ◆ *Coalition Maintenance.* Describe plans to sustain and expand the coalition in the future to address ongoing, new, or emerging drug problems. Recognizing that funding streams are often uncertain and changing, outline the steps that have been or will be taken to ensure a stable infrastructure for the coalition. *The coalition must describe current or proposed plans to solicit substantial financial support from non-federal sources to ensure that the coalition will be self-sustaining when federal financial assistance is no longer available.* Note any prospects for local funding through city, county, or other sources in the coalition's immediate vicinity. Mention whether the state government assists in the coalition's efforts.

b) Selection and Implementation of Multiple Strategies

Coalitions supported by the Drug-Free Communities Support Program engage in multiple strategies addressing the highest priority drug problems experienced by young people in their communities. This does not necessarily mean that the coalition itself actually operates prevention, early intervention, or treatment programs. Instead, most coalitions help constituent members plan programs, acquire resources, select evidence-based approaches, and assess and evaluate the results of particular strategies and programs.

In this section, applicants must:

- ◆ Describe the key strategies currently in operation to address the specific goals, objectives and activities of the coalition. *These goals, objectives, and activities should be included in the 1-year project timeline (see page 18), which will also be used by peer reviewers to assess the coalition's project design.*

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- ◆ Describe the new or expanded strategies the coalition intends to implement if awarded a DFCSPP grant. Include information about the sectors responsible, specific programs that may be assisted, and the reasoning behind the coalition's selection of these particular strategies.

c) Local Community Measurements, Project Evaluation, and Community Reporting

It is important that community coalitions implement, support, and/or encourage the use of evidence-based prevention practices in order to achieve better outcomes. Local community measurements of youth substance use can provide valuable information to assist in prevention efforts. Moreover, in order to help determine and establish whether particular strategies or programs are effective in specific community settings, coalitions should use appropriate evaluation tools and techniques to assess their own efforts and promote their use among coalition partners. Disseminating information to the community can increase awareness of the problem and build community support for prevention activities.

Local Community Measurements

Applicants must describe a strategy for collecting and/or improving the measurement of drug abuse among youth in the applicant's community. This may include measurements of risk and protective factors and the collection of community indicators from other agencies and organizations or from other studies of youth behavior.

Performance Measurement

At a minimum, 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 DFCSPP 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.

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.

Some of the most common and useful measurement tools are survey instruments that measure patterns of drug use (including alcohol, tobacco, illicit drugs, inhalants, and medicines) among school-age youth. Typically, these instruments are administered through the school systems. If such instruments are chosen wisely and used consistently over several years, community leaders can track trends in the patterns and severity of youth drug use. Over time, such data can be used to make better decisions about prevention, early intervention, and treatment programs needed for youth in the community.

Other measures and evaluation tools are also valuable and provide additional important information. Applicants are encouraged to consult the Center for Substance Abuse Prevention's (CSAP's) Web sites (www.samhsa.gov, www.csap.gov, and www.health.org). The National Community Anti-Drug Coalition Institute has recently been funded by ONDCP and CSAP to assist local community coalitions with measurement and evaluation. For more information, visit the Institute's Web site (www.cadca.org/coalitioninstitute/coalitioninstitute.htm).

In the event that the community already has a satisfactory capability of systematically identifying, measuring, and reporting drug use and related problems, the applicant should describe this capability in this section.

Project Evaluation

Applicants must present a detailed plan for evaluating the overall work and accomplishments of the coalition. This plan should include both process indicators and outcome indicators. Process indicators describe the development of the coalition (e.g., number of people attending community forums on substance abuse, number of hits to the coalition's Web site). Outcome indicators describe the effects of specific strategies undertaken by the coalition and, whenever possible, measure, over time, the combined actions of all coalition efforts on reducing drug use and its associated damage on the youth of the community (e.g., the extent of any decrease in youth drug use in the target area). The evaluation should chart the coalition's progress toward achieving the two goals of the Drug-Free Communities Support Program (see Purpose on page 1). More specifically, the evaluation should assess the coalition's progress in reaching stated objectives and should measure the outcomes of specific initiatives undertaken by the coalition, including (to the extent possible) the combined actions of all coalition members on reducing drug use and its associated damage to the youth of the community.

Many coalitions may need to develop specific objectives and strategies to improve the evaluation and measurement of youth behavior and attitudes toward drug use. If an applicant's coalition does not yet have access to quality measurement and evaluation resources, it should use this application to describe the process for developing a plan for acquiring or improving this capacity. *The coalition must submit within 60 days of award a detailed evaluation plan to measure and report outcomes.*

The applicant also must include a statement noting their agreement to participate in a national evaluation of the Drug-Free Communities Support Program.

Community Reporting

Applicants must present a plan for reporting the best available data to the community on a regular basis. (For example, many coalitions prepare a specific “community indicators report” on drug use and related problems. Other coalitions prepare a more comprehensive report on the “state of youth” that includes information on drug-related issues as well as other youth-related issues.) Include a description of how such a report will be distributed to local decisionmakers (such as city councils and county commissions) and others.

Describe how the coalition communicates to the larger community. Note any plans for town hall meetings, community hearings, local media campaigns, and Web-based communication tools that involve youth. All such efforts should be conducted consistent with the Certifications Regarding Lobbying described on page 8.

5) Management and Organizational Capability (20 points)

This section should describe the coalition’s project management and overall organizational capability and demonstrate the applicant’s capacity to successfully operate and support the project. In this section, applicants must:

- ◆ Describe the structure and governance of the coalition.
- ◆ Describe the bylaws and/or other formal procedures that determine the structure and activities of the coalition.
- ◆ Explain the process used to select leaders.
- ◆ Identify all principal individuals and their positions in the project.
- ◆ Note who directs the day-to-day activities of the coalition.
- ◆ Demonstrate that proposed staff have the experience, knowledge, and ability to manage the collaborative effort of coalition members and partners to meet program goals.
- ◆ Describe how the non-federal dollar-for-dollar match will be managed. *The coalition must provide evidence that it will receive and expend non-federal matching funds as required.*

The resumes, job descriptions, roster, organizational chart, meeting minutes, and Memoranda of Understanding submitted in the Other Program Attachments (see page 18) will also be evaluated by the peer reviewers to determine the management and organizational capability of the coalition.

6) Accomplishments to Date (15 points)

In this section, applicants should describe the principal accomplishments of the coalition since its inception. Understandably, newly established coalitions (those in existence for less than 2 years) may have different tangible achievements than those with longer histories. For example, newer coalitions may have accomplishments that include holding town meetings, conducting a community needs assessment, recruiting representatives from multiple sectors of the community in coalition planning efforts, and selecting a set of research-based strategies designed to reduce drug use in the coming years. Older coalitions (those in existence for 2 years or more) should, as far as possible, describe the outcomes to date of their most important initiatives and provide any additional evidence that the coalition has helped the community better understand and address drug problems. When scoring this section, reviewers will take into account the coalition's stage of development and the resources available to it. Applicants should list all accomplishments for which their coalition has direct responsibility.

Applicants should use the following categories as a framework for describing accomplishments and add any other categories appropriate for their coalition's accomplishments.

- ◆ *Measurable results.* Describe reductions in drug use rates among youth, reductions of risk factors, increases in protective factors, and changes in policies and regulations. Use local community indicator data wherever possible.
- ◆ *Improved public understanding of drug problems.* Provide evidence that the coalition helps collect and analyze data about drug use among youth and communicates this information to the broader population of the community in ways that help illuminate drug problems and that inform the planning of local decisionmakers. Describe major public awareness campaigns and strategies, including town hall meetings, public hearings, or other specific media strategies.
- ◆ *Leveraged financial support for the coalition's mission and strategies.* Provide evidence that the coalition has garnered financial support from other local, state, or national funding sources. Name all major grants awarded directly to the coalition and, if appropriate, briefly mention other grants to coalition members that help support key coalition strategies. Applicants may calculate the value of volunteered time and in-kind resources as evidence of financial support from other funding sources.
- ◆ *Systems change and the coalition's impact on key agencies and organizations.* Describe how coalition activities have helped the community "work smarter" to address drug problems. Examples might include helping schools adopt evidence-based prevention curriculums, assisting juvenile courts in developing effective programs to intervene in early drug use, and devising strategies to intervene or prevent youth access to tobacco, alcohol, and other drugs.

Format

The Program Narrative (including all five 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 20 pages (please number pages 1 of 20, 2 of 20, etc.). This 20-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.

Project Timeline

This section must include a 1-year project timeline that outlines each project goal, related objective, activity, completion time, and responsible party. *The peer reviewers will use the project timeline when they assess the applicant's project design (see page 12).*

Personnel Information

This section must include:

- ◆ Résumés of all key personnel.
- ◆ Position descriptions outlining roles and responsibilities for all key positions, including those that are currently vacant.

The peer reviewers will use the personnel information when they assess the applicant's management and organizational capability (see page 16).

Coalition Supporting Documents

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

- ◆ Mission statement of the coalition.
- ◆ 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 33.
- ◆ One-page organizational chart of staff.
- ◆ Minutes of at least two recent meetings of the coalition. One of the meetings must have been held before September 2003, in order to establish that the coalition has been in existence for the required length of time. 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.
- ◆ 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. 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.* Any number of such memoranda can be submitted. Typically applicants submit 5–10 MOUs. A sample MOU can be found on the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

The peer reviewers will use the coalition supporting documents when they assess the applicant's management and organizational capability (see page 16).

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). The purpose of this letter of intent is to enhance 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 DFCSP award in FY 1998 or FY 1999, and if so, provide the grant number of the DFCSP 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).

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).

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- ◆ 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, 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 less than 250,000.
- ◆ Indicate whether the coalition serves a federally recognized tribal area.

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- ◆ 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). Applicants are encouraged to download the template, provide the requested information, and copy the summary into the Other Program Attachments file.

Administrative Requirements

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). 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, 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

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).

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).

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). 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.

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.

Grant Award Information

Funding for this program is subject to Congressional appropriations. The project will be funded for a 12-month project period. Funding after the initial 12-month period depends on availability of funds, grantee performance, and other criteria established at the time of award. Up to \$100,000 will be available for a 12-month budget period. 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, except in the case of tribal government applicants.

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.

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- ◆ 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.

Additional Grant Awards for Mentoring Coalitions

The Drug-Free Communities Act, as amended, provides for awards of up to \$75,000 to support mentoring coalitions. Criteria for mentoring coalitions require that they 1) have been in existence for at least 5 years, 2) have achieved measurable results in the prevention and treatment of substance abuse among youth, 3) have staff or members willing to serve as mentors for persons seeking to start or expand the activities of other coalitions, 4) and have demonstrable support from the community to be mentored. To be eligible, grantees must:

- ◆ Meet the eligibility requirements stated in the mentoring coalition program announcement.
- ◆ Be selected to receive an initial or renewal DFCSA grant award in the FY 2004 competition.

An announcement for the Mentoring Coalition Awards will be forthcoming in 2004. Interested applicants will need to apply without knowing whether their FY 2004 DFCSA application was successful.

Due Date

Applications to the FY 2004 Drug-Free Communities Support Program must be submitted by 12 Midnight, Eastern Time, March 26, 2004, using the online Grants Management System (www.ojp.usdoj.gov/fundopps.htm). *Faxed or mailed applications will not be accepted.*

Resources

Financial Guide

The Office of Justice Programs' *Financial Guide*, containing information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP Web site (www.ojp.usdoj.gov/oc). This document will govern the administration of funds by all successful applicants.

Publications

For current information about publications dealing with age of onset/frequency of use and perception of harm/perception of disapproval, contact the National Clearinghouse for Alcohol and Drug Information (NCADI) by calling 800-729-6686 or accessing their Web site (www.health.org).

Directories

Contact information for the Alcohol and Drug State Authority List; OMB State Single Points of Contact; and State Advisory Groups, State Planning Agencies, and Juvenile Justice Specialists is available on the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

Glossary

A glossary of terms is available on the DFCSP Web site (ojjdp.ncjrs.org/dfcs).

Application Checklist

FY 2004 Drug-Free Communities Support Program

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS) by 12 Midnight, E.S.T., March 26, 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 March 12, 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 8.*

- _____ **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 9.*

- _____ **Program Narrative.** The Program Narrative must include a 250-word program abstract and must describe the nature and extent of drug use in the community, outline the project goals and objectives, present the project design, describe the coalition's management and organizational capability, and document the coalition's accomplishments to date. *See page 10.*

- _____ **Other Program Attachments.** The Other Program Attachments must include the following sections in a single file:
 - _____ **Project Timeline.** *See page 18.*

 - _____ **Personnel Information.** The Personnel Information section must include résumés and position descriptions of all key personnel. *See page 18.*

 - _____ **Coalition Supporting Documents.** The Coalition Supporting Documents section must include the mission statement of the coalition; a roster of coalition members; a 1-page organizational chart of staff; minutes of two recent coalition meetings, including one held before September 2003; and memoranda of understanding (MOUs). *See page 19.*

 - _____ **Letter of Intent Sent to the Alcohol and Drug State Authority.** *See page 19.*

 - _____ **Project Information Summary.** *See page 20.*

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.

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 26, 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 March 12, 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 March 12, 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: New" and click "Apply Online."

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), 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.”

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.

Please note: 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.

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.

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.

Sample Coalition Roster

Applicants are required to include a roster of coalition members as part of the Other Program Attachments submitted with their DFCS application. (See Eligibility on page 2 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.

| Member Name | Organization | Contribution | Sector Represented |
|--------------------|----------------------------------|--------------------------|---------------------------|
| 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 ^a |
| Tim Benson | Anytown Rotary Club | local resource | Civic ^b |
| 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 |

^a Please note that the eligibility requirements (see page 2) 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.

^b Please note that the eligibility requirements (see page 2) 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

| A. Personnel | | |
|--|-----------------------------------|--------------------------|
| Name/Position | Computation | Cost |
| FEDERAL REQUEST | | |
| (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> | | |
| | | TOTAL \$52,950.00 |
| NON-FEDERAL MATCH AMOUNT | | |
| (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 to 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> | | |
| | | TOTAL \$37,920.00 |

| B. Fringe Benefits | | |
|--|--------------------|--------------------------|
| Name/Position | Computation | Cost |
| FEDERAL REQUEST | | |
| 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 |
| | | TOTAL \$10,670.00 |
| NON-FEDERAL MATCH AMOUNT | | |
| 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> | | |
| | | TOTAL \$3,125.00 |

C. Travel

| Purpose of Travel | Location | Item | Computation | Cost |
|--------------------------|----------------|---------|-------------------------------|----------|
| FEDERAL REQUEST | | | | |
| 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 |

The grant requires travel for two staff to attend a grantee conference in Washington, DC, and two staff to attend a training and technical assistance workshop to be held in a regional office. Travel estimates are calculated based on Federal per diem rates.

TOTAL \$2,164.00

NON-FEDERAL MATCH AMOUNT

| | | | | |
|--|----------------|----------|------------------------------|----------|
| 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 |

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.

TOTAL \$1,321.00

D. Equipment

| Item | Computation | Cost |
|---------------------------------|-------------|------|
| FEDERAL REQUEST | | |
| None | | |
| NON-FEDERAL MATCH AMOUNT | | |
| None | | |

E. Supplies

| Supply Items | Computation | Cost |
|------------------------|----------------------|-------------|
| FEDERAL REQUEST | | |
| 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 |
|----------------|----------------------------|-------------|
|----------------|----------------------------|-------------|

FEDERAL REQUEST

None

NON-FEDERAL MATCH AMOUNT

None

G. Consultants/Contracts

Consultant Fees

| Name of Consultant | Service Provided | Computation | Cost |
|---|-------------------------|-----------------------|-----------------------------------|
| FEDERAL REQUEST | | | |
| (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> <u>\$4,500.00</u> |

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> <u>\$25,200.00</u> |

Consultant Expenses

| Item | Location | Computation | Cost |
|---|---------------------------|--|---------------------------------|
| FEDERAL REQUEST | | | |
| 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> <u>\$119.00</u> |

NON-FEDERAL MATCH AMOUNT

None

Contracts

| Item | Computation | Cost |
|---|-----------------------|-------------|
| FEDERAL REQUEST | | |
| 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 |
|--|--|---------------------------|
| FEDERAL REQUEST | | |
| 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. | | |
| TOTAL | | <u>\$18,067.00</u> |

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. | | |
| TOTAL | | <u>\$24,500.00</u> |

I. Indirect Costs

| Description | Computation | Cost |
|--|-----------------|--------------------------|
| FEDERAL REQUEST | | |
| 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.) | | |
| TOTAL | | <u>\$5,090.00</u> |
| NON-FEDERAL MATCH AMOUNT | | |
| 8% of personnel and fringe benefits | (\$41,045 x 8%) | \$3,284.00 |
| (See attached copy of the negotiated indirect cost agreement.) | | |
| TOTAL | | <u>\$3,284.00</u> |

| Budget Summary | | | |
|----------------------------|------------------------|--------------------------|---------------------|
| Budget Category | Federal Request | Non-Federal Match | Total |
| 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 |
| Total Direct Costs | \$94,910.00 | \$96,716.00 | \$191,626.00 |
| I. Indirect Costs | \$5,090.00 | \$3,284.00 | \$8,374.00 |
| TOTAL PROJECT COSTS | \$100,000.00 | \$100,000.00 | \$200,000.00 |
| Federal Request | \$100,000.00 | | |
| Non-Federal Match | | \$100,000.00 | |