

Centers for Disease Control and Prevention (CDC)
Office of Financial Resources
Instructions for Preparing a Non-Competing Continuation Application
Catalog of Federal Domestic Assistance (CFDA): 93.276
Notice of Funding Opportunity Number (NOFO): CDC-RFA-CE20-2004

Drug-Free Communities (DFC) Support Program – Non-competing Continuation
National Center Injury Prevention and Control

Eligibility:

This award will be a continuation of funds intended only for recipients previously awarded under the following notice of funding opportunities:

- Drug-Free Communities (DFC) Support Program – Competing Continuation, SP-19-006
- Drug-Free Communities (DFC) Support Program – New, SP-19-005
- Drug-Free Communities Support Program – Competing Continuation, SP-18-003
- Drug-Free Communities Support Program – New, SP-18-002
- Drug-Free Communities (DFC) Support Program – Competing Continuation, SP-17-002
- Drug-Free Communities (DFC) Support Program – New, SP-17-001
- Drug-Free Communities (DFC) Support Program, SP-16-001

Anticipated Funding Level:

For this award, recipients are required to prepare their Fiscal Year 2020 budget based on the current year's award amount. Please refer to the most recent Notice of Award for the award amount.

Application Submission:

CDC requires recipients to submit their non-competing continuation application, through www.grants.gov no later than 120 days prior to the end of the budget period.

If technical difficulties are encountered at www.grants.gov, applicants should contact Customer Service at www.grants.gov. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726 or by e-mail at support@grants.gov. Application submissions sent by e-mail or fax, or on CDs or thumb drives will not be accepted. Please note that www.grants.gov is managed by HHS.

If you need further information regarding the non-competing continuation process, please contact Stephanie Latham, Lead Grants Management Officer, at DFC@cdc.gov. For programmatic information, please contact Alison McKnight, Deputy Director, at DFC@cdc.gov. Please ensure that all inquiries include the following in the Subject Line: "Question Regarding DFC Non-competing Continuation Guidance."

Please note the different submission deadlines based on current budget period cycles:

For all recipients on the September 30 – September 29 Budget Period Cycle (recipients applying for Years 02-05 and Years 07-10), applications must be submitted by **3/16/2020, 11:59pm Eastern Standard Time** on www.grants.gov.

For all recipients on the October 31 – October 30 Budget Period Cycle (only for recipients applying for Year 02 and Year 07 with this budget period on their current Notice of Award), applications must be submitted by **4/14/2020, 11:59pm Eastern Standard Time** on www.grants.gov.

For all recipients on the December 31 – December 30 Budget Period Cycle (only for recipients applying for Year 02 and Year 07 with this budget period on their current Notice of Award), applications must be submitted by **6/15/2020, 11:59pm Eastern Standard Time on www.grants.gov**.

Late or incomplete applications could result in an enforcement action, such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

Annual Performance Report (Progress Report) Submission:

The recipient must submit the Annual Performance Report (APR) (otherwise known as a progress report) via <http://dfcme.ondcp.eop.gov> by 2/26/20 and CDC will obtain this report from DFC Me and it will be reviewed by program officials as part of the continuation application.

In addition, recipients applying for Budget Period 03 and Budget Period 07 **must** provide a sustainability plan as part of the APR via <http://dfcme.ondcp.eop.gov> by 2/26/20. CDC will also obtain this plan from DFC Me and it will be reviewed by program officials as part of the continuation application for the specified Budget Periods.

Annual Federal Financial Report Submission:

The Annual Federal Financial report (FFR) SF-425 is required and must be submitted to your GMS/GMO every 12 months. Annual FFRs are submitted no later than 90 days after the end of the budget period. If a budget period is greater than 12 months, at a minimum annual FFRs are submitted for each 12-month period.

For all recipients on the September 30 – September 29 Budget Period Cycle, the annual FFR for this Budget Period **09/30/2019 – 09/29/2020** is due to the GMS/GMO by **12/29/2020**.

For all recipients on the October 31 – October 30 Budget Period Cycle, the annual FFR for this Budget Period **10/31/2019 – 10/30/2020** is due to the GMS/GMO by **1/30/2021**.

For all recipients on the December 31 – December 30 Budget Period Cycle, the annual FFR for this Budget Period **12/31/2019 – 12/30/2020** is due to the GMS/GMO by **3/30/2021**.

To submit your FFR, login to www.grantsolutions.gov, select “Reports” from the menu bar and then click on Federal Financial Reports. **CDC will provide training to all recipients on how to access and use GrantSolutions prior submitting the annual FFR.** In the meantime, feel free to review GrantSolutions information and online trainings on CDC’s website at www.cdc.gov/grants/grantsolutions/index.html.

General Application Packet Tips:

- Properly label each item of the application packet.
- Each section be single spaced, 12-point font, 1-inch margins.
- Number all pages.
- The performance narrative (12-Month Action Plan) should be no more than 6 pages in length. Web links are allowed.
- Where the instructions on the forms conflict with these instructions, follow these instructions. Files uploaded to Grants.gov in a PDF format.

Checklist of Required Contents of Application Packet:

- SF-424 Application for Federal Domestic Assistance (online form)
- SF-424A Budget Information-Non-Construction (online form)
- Budget Justification (attachment)
- Indirect Cost Rate Agreement (attachment)
- Performance Narrative (12-Month Action Plan)
- SF-LLL Disclosure of Lobbying Activities (online form), if applicable¹
- Interim Federal Financial Report (FFR) SF-425 (attachment)
- Additional Program Requirements
 - Attachment A: Drug-Free Communities (DFC) Support Program Non-Competing Continuation Application Certification Checklist (attachment)
 - Attachment B: Disclosure of Drug-Free Communities Support Program Coalition Information (attachment)
 - Risk Assessment Questionnaire and Supporting Documents (online form)

1. SF-424 Application for Federal Domestic Assistance-Version 2

Instructions on completing the SF-424 Application for Federal Domestic Assistance-Version 2 online form are located at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

2. SF-424A Budget Information and Budget Justification:

Instructions on completing SF-424A Budget Information-Non-Construction online form are located at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

In Section B, please follow these instructions in addition to the standard instructions provided:

Line 6 Column (4) Enter the total non-federal funds (match) for each object class category. The total of Column (4) should equal the amount reflected in Section A Column (f). As a reminder, recipients applying for Years Two – Five are required to have 100 percent match (1:1) from non-federal sources. Beginning in Year Seven, the percentage increases. The table below indicates the percentage match required for DFC recipients each year of the grant and must be demonstrated in the SF-424A.

Table 1: Percentage of Match

Year of Funding Requested	Matching Requirement
1-6	100%
7-8	125%
9-10	150%

SPECIAL NOTE: In the SF-424A Budget Information section, recipients should fill out column (a) – “Grant Program Function or Activity,” under “Section A – Budget Summary” for each proposed component. Under “Section B - Budget Categories,” each column should reflect requested funds for each component. The “Object Class Categories” totals under Section B should match what is being requested in your budget narrative. Column (5) – “Total” should be a cumulative total of all requested funds.

¹ The form has instructions that indicate when the form is required.

- Analysis of Remaining Time and Funds
 1. If it appears there will be insufficient funds, provide detailed justification of the shortfall. List the actions taken to bring the obligations in line with the authorized funding level.
 2. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount or use the process below to get access to unused funds.
 3. Recipients may request up to 75% of anticipated unobligated funds at the end of the current budget period. These funds are estimated because the budget year has not closed and a final FFR cannot be prepared. For budget years that have closed, recipients may request carry over based on the final FFR for that budget period.
 4. If use of estimated un-obligated funds is requested in addition to funding for the next year, complete all columns in Section A of SF-424A and submit an interim hardcopy as an attachment and title: “Interim FFR” Federal Financial Report (FFR), Standard Form-425, available on the internet at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.
- The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted following the end of the budget period.
 - The proposed budget should be based on the federal funding level, which is stated on page one of this document under the Anticipated Funding Level section.
 - In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested, including any request to use unobligated funds, to support the activities to be carried out with those funds. Attach and title it “Budget Narrative”.
 - The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Preparation Guidelines. The budget guidance is provided on CDC’s internet available at <https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf>.
- For any new, proposed subcontracts, provide the information specified in the Budget Guidance.
- When non-federal matching is required, provide a line-item list of non-federal contributions including source, amount, and/or value of third-party contributions proposed to meet the matching requirement.

3. Indirect Cost Rate Agreement: (This is not applicable to institutions of higher education. The rates applied are based on the agreement in effect from the first year of award.)

- A. If indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those recipients under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If there is no Indirect Cost Rate Agreement or the agreement has expired, indirect costs may be charged as direct if (1) this practice is consistent with the recipient’s/applicant’s approved accounting practices; and (2) if the costs are adequately supported and justified.
- E. If applicable, attach and name the document, “Indirect Cost Rate.”
- F. If applicable, the recipient’s indirect costs are based on a rate of ten percent of modified total direct costs (MTDC) as defined in 45 CFR Part 75.2.

- G. For institutions of higher education, indirect costs are based on the negotiated indirect cost rate agreement used for the first-year award, and rates in that agreement are to be used for the remainder of the competitive segment in accordance with 45 CFR Part 75. Indirect cost/facilities and administration rates for subcontracts will be treated in the same manner as those for the recipient, if the subcontractor is covered by 45 CFR Part 75.
- H. For grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S., indirect costs are based on a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$25,000.

4. Performance Narrative (12-Month Action Plan):

Recipients **must** submit a 12-Month Action Plan for the next year of funding that details the objectives, strategies, and activities that will strengthen the coalition's internal capacity and that will impact community youth substance abuse. Please identify any strategies you chose to employ that are also connected to the President's National Drug Control Strategy (<https://www.whitehouse.gov/wp-content/uploads/2020/02/2020-NDCS.pdf>), with particular emphasis on reducing the misuse of prescription drugs and drugged driving.

NOTE: A complete resubmission of the material contained in the initially approved application is not required.

12-Month Action Plan for the Next Budget Period

For the next Budget Period, there are currently three cycles:

- September 30, 2020 through September 29, 2021
- October 31, 2020 through October 30, 2021
- December 31, 2020 through December 30, 2021

The Budget Period cited in the 12-Month Action Plan **must** match the current month cycle that is in the Notice of Award. For example, recipients with a September to September cycle cannot have a 12-Month Action Plan for either the October or December cycles listed above.

This section serves as the one-year plan (Up to 6 pages) that puts into action the components necessary to carry out effective community change strategies (Seven Strategies for Community Level Change). In this section applicants must describe the following:

Provide the coalition's Action Plan in table format (see template below) for the next year of funding. Under DFC Goal 1, include objectives, strategies, and activities that will strengthen the coalition's internal capacity (e.g., leadership, management, board structure, recruitment, resource attainment), as well as increase overall community collaboration. Under DFC Goal 2, include objectives, strategies, and activities that will impact community youth substance abuse (e.g., policy changes, enforcement efforts, physical design changes, media advocacy).

The Action Plan must include objectives, strategies, and activities that target at least two substances. You may include as many objectives, strategies, and activities as necessary to meet the specified goals.

Include the following for each of the two DFC Program identified goals:

- Describe the specific and measurable objectives that will achieve the outlined goal.
- Describe the specific strategies and activities the coalition will undertake to meet the objective.
- State when each activity will be completed.
- State who is responsible to carry out the activity and what other resources are needed.

12-Month Action Plan (Enter Dates of Next Budget Period)

DFC Goal One: Increase community collaboration

Objective 1: Provide a SMART objective

Strategy 1: Provide specific strategy

Activity	Who is Responsible?	By When?

Strategy 2: Provide specific strategy

Activity	Who is Responsible?	By When?

DFC Goal Two: Reduce Substance Abuse

Objective 1: Provide a SMART objective

Strategy 1: Provide specific strategy

Activity	Who is Responsible?	By When?

Strategy 2: Provide specific strategy

Activity	Who is Responsible?	By When?

5. SF-LLL Disclosure of Lobbying Activities (If applicable)

Instructions for completing the SF-LLL Disclosure of Lobbying Activities form are located at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

6. Interim Federal Financial Report (FFR) SF-425 (If applicable)

Instructions for completing the FFR are located at <https://www.grants.gov/forms/post-award-reporting-forms.html>.

7. Additional Program Requirements:

Attachment A: Drug-Free Communities (DFC) Support Program Non-Competing Continuation Application Eligibility Certification Checklist (attachment included on Grants.gov)

In accordance with the criteria set forth in the Drug-Free Communities Act, 1997 (Public Law 105-20) and subsequent reauthorizations, coalitions funded through the DFC Program must demonstrate that the coalition continues to meet the statutory eligibility requirements annually as part of the grant renewal or continuation process.

Coalitions who do not continue to meet the statutory eligibility requirements may be placed on Restricted Status and may be required to submit supporting documentation regarding the eligibility requirements. Failure to meet eligibility requirements may result in loss of continued grant funding.

See attachment for template.

Attachment B: Disclosure of Drug-Free Communities (DFC) Support Program Coalition Information (attachment included on Grants.gov)

This document assists CDC in determining if and when your coalition has previously received DFC funding. Please complete the form provided as an attachment and submit with your application.

Risk Assessment Questionnaire Requirement (online form)

CDC requires all applicants to complete the Risk Questionnaire, OMB Control Number 0920-1132, **annually**. This questionnaire, which is located at <https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf>, along with supporting documentation **must be submitted with your application** by the due date indicated on this continuation guidance.

If your organization has completed CDC's Risk Questionnaire within the past 12 months of the closing date of this non-competing continuation guidance, then you must submit a copy of that questionnaire, or submit a letter signed by the authorized organization representative to include the original submission date, organization's EIN and DUNS.

When uploading supporting documentation for the Risk Questionnaire into this application package, clearly label the documents for easy identification of the type of documentation. For example, a copy of the risk questionnaire should be labeled, "Risk Questionnaire," and the supporting documents should be labeled "Risk Questionnaire Supporting Documents."