Drug-Free Communities Support Program

GRANT AWARD RECIPIENT handbook

2016

Drug-Free Communities (DFC) Support Program

Drug-Free Communities (DFC-M) Mentoring Program

Congratulations on becoming a grant award recipient in the Drug-Free Communities Support Program or the Drug-Free Communities Mentoring Program!

Your Federal partners hope that you find the transition from applicant to grant award recipient, also referred to as "recipient," to be an exciting and smooth process. You will have plenty of support as you begin implementing your grant. This handbook has been given to you as a quick reference tool.

In this handbook, you will find helpful information about:

- Your Federal and non-Federal partners;
- Federal requirements and regulations;
- Implementation tips;
- Grant fundamentals; and
- Technical assistance resources.

The handbook outlines key roles and responsibilities, and explains procedures for post-award activities, changes, and the continuation application processes. It also includes helpful reference materials, such as an acronym chart, glossary, and helpful Web links.

Please read through the handbook and familiarize yourself with its contents. If you need additional information or direction, please contact your Centers for Substance Abuse Prevention (CSAP) Government Project Officer (GPO) or Grants Management Specialist (GMS). Their contact information is listed at the bottom of your Notice of Award (NoA).

NOTE: This handbook is not intended to replace the detailed information about managing your Federal grant, found in the Department of Health and Human Services (HHS) Grants Policy Statement, Office of Management and Budget (OMB) circulars and 45 CFR Part 75. You may access these documents through **http://www.samhsa.gov/grants**. Please visit this website regularly to familiarize yourself with this information, developed to assist you with managing your Federal grant. This guide may be updated periodically to reflect changes in policies and procedures.

The Drug-Free Communities (DFC) Support Program is a collaborative effort of the White House Office of National Drug Control Policy (ONDCP) and the Substance Abuse and Mental Health Services Administration (SAMHSA).

The primary purpose of the DFC Program is to strengthen collaboration among community entities and reduce substance use among youth. DFC grant award recipients are required to work toward these two goals as the primary focus of their Federally-funded effort.

The DFC Program funds community coalitions that have formed to address youth substance use. Communities often understand that local stakeholders and citizens hold the key to solving local problems. Community-based coalitions are created every day

in this country for this reason. Effective substance use prevention is a multiyear process that requires the participation of all sectors in a community working together and utilizing environmental prevention strategies to achieve successful, population-level change.

While achieving the primary goals of the program rests with the grant recipient and the community members, SAMHSA and its designated representatives provide ongoing grant monitoring, technical assistance, consultation, and coordination in the conduct of the project during the funding period. In addition, grant award recipients are bound by the specific terms and conditions of the NoA, the applicable statutes and regulations from the HHS Policy Statement, and all requirements in the Program Announcements.

As Federal partners, ONDCP and SAMHSA collaborate on all aspects of the national DFC Program. Together , we are working to support, improve, and enhance important substance use prevention efforts in communities across the Nation and the

U.S. Territories. To date, more than 2,000 communities have participated in the DFC Program. ONDCP and SAMHSA would like to welcome you as you begin your new grant award period.

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Commonly Used Acronyms

CADCA	Community Anti-Drugs Coalition of America
CCT	Coalition Classification Tool
CFR	Code of Federal Regulations
DFC *Me*	DFC Management and Evaluation
DCP	Division of Community Programs
DGM	Division of Grants Management
DPM	Division of Payment Management
DUNS	Dun & Bradstreet DUNS Number
FFATA	Federal Funding Accountability and Transparency Act
FFR	Federal Financial Report
FSR	Financial Status Report
FSRS	Federal Sub-award Reporting System
GMO	Grants Management Officer
GMS	Grants Management Specialist
GPO	Government Project Officer
GSA	General Services Administration
HHS	Department of Health and Human Services
NCA	National Coalition Academy
NCI	National Coalition Institute
NoA	Notice of Award
OFAS	Office of Financial Advisory Services
OIG	Office of the Inspector General
OMB	Office of Management and Budget
PMS	Payment Management System
FOA	Funding Opportunity Announcement
SAM	System for Award Management
SF	Standard Form
SPF	Strategic Prevention Framework
TA	Technical Assistance

DFC and DFC-M 2017 Calendar Items and Deadlines

DFC and DFC-M 2017 Calendar Items and Deadlines		
Date	**Event**	**Description**
JANUARY		
January	Continuation Applications	An application for continuation funding for future Budget Years.
January 30	1st–Quarterly Cash Transaction Report	(Standard Form 425) The quarterly FFR Cash Transaction Report is due 30 days after the quarter ends (October 1–December 31). Quarterly FFR information is provided on the Division of Payment website at **http://www.dpm.psc.gov/** (not the same as annual FFR).
FEBRUARY		
February 6-9	Community Anti-Drug Coalitions of America's 27th National Leadership Forum and SAMHSA's 13th Prevention Day—Gaylord National Hotel & Convention Center, National Harbor, MD	Join us for the 27th National Leadership Forum, the premier and largest training conference for community prevention leaders, treatment professionals, and researchers, and SAMHSA's 13th Prevention Day.
February	DFC Semi-Annual Progress Report & Sustainability Plan	Due to be submitted through DFC Me. Additionally, grant recipients in Years 3 and 7 must submit via DFC Me a strategic plan for sustainability.
MARCH		
No scheduled events		
APRIL		
April 30	2nd–Quarterly Federal Financial Report (FFR)	(Standard Form 425) The quarterly FFR is due 30 days after the quarter ends (January 1–March 31). Quarterly FFR information is provided on the Division of Payment Management (DPM) website at **http://www.dpm.psc.gov/**. Submit to DPM.

DFC and DFC-M 2017 Calendar Items and Deadlines		
Date	**Event**	**Description**
MAY		
No scheduled events		
JUNE		
No scheduled events		
JULY		
July 23–27	CADCA Mid-Year Training Institute—Marriott Marquis, Atlanta, GA	A 4-day training event with skills-building courses, including lectures and "laboratory application" periods. Coalition leaders can use these tools to more effectively plan and implement population-level changes in their communities. Courses vary from half-day to one-day seminars.
July 28	No Cost Extension	A no-cost time extension may be requested if the recipient requires additional time beyond the established expiration date (project end-date). The recipient must submit a written request for an extension to the SAMHSA awarding office **no later than 60 days prior to the expiration date of the project period.**
July 30	3rd–Quarterly Federal Financial Report (FFR)	(Standard Form 425) The quarterly FFR is due 30 days after the quarter ends (April 1–June 30). Quarterly FFR information is provided on the DPM website at **http://www.dpm.psc.gov/**. Submit to DPM.
AUGUST		
August	DFC Semi-Annual Progress Report	Submitted through DFC *Me*.
August	DFC Mentoring Program Progress Report	Guidance regarding the submission of DFC Mentoring Progress Report will be sent out via the GPO.
SEPTEMBER		
September 30	New Grant Fiscal Year begins	Notices of Awards are sent out to the Business Official for each DFC grant.
OCTOBER		
October 30	4th–Quarterly Federal Financial Report (FFR)	(Standard Form 425) The quarterly FFR is due 30 days after the quarter ends (July 1–September 30). Quarterly FFR information is provided on the DPM website at **http://www.dpm.psc.gov/**. Submit to DPM.

DFC and DFC-M 2017 Calendar Items and Deadlines		
Date	**Event**	**Description**
NOVEMBER		
No scheduled events		
DECEMBER		
Early December	New DFC Grant Award Recipient Training	All DFC Years 1 and 6 recipients must send two representatives to the New Recipient Meeting; one must be the person charged with the daily oversight of the coalition. DFC Mentoring recipients are also required to send two people to the New DFC Grant Award Recipient Training. One must be from the Mentor coalition and one must be from the Mentee coalition.
December 30	Annual Federal Financial Report (FFR) (SF 425)	Annual FFRs (SF 425) must be submitted to your Grants Management Specialist. A financial report is due 90 days after the end of each Budget Year, and must be submitted no later than December 30th. It is required on an annual basis and must be submitted for each 12-month Budget Year period.
December 30	Carryover Request	Formal carryover of unspent funds from one fiscal year to the next fiscal year requires prior approval from the GMO. Expanded Authority (intent), recipients may carryover up to 10 percent of their unobligated balance of Federal funds from previous budget periods into the current budget period.

Introduction

In this section, you will find information on the Federal partners that make the Drug-Free Communities Support Program possible. This section also highlights the roles and responsibilities of you, as the grant award recipient, as well as your Drug-Free Communities Support Program partners.

Purpose of the Drug-Free Communities Support Program

The primary purpose of the Drug-Free Communities (DFC) Support Program and the DFC-Mentoring (DFC-M) Program is to strengthen collaboration among community entities and reduce substance use among youth. DFC grant award recipients are required to work toward these two goals as the primary focus of their Federally-funded effort. Grants awarded through the DFC Program are intended to support established community-based coalitions capable of effecting community-level change. The DFC-M Program's goal is to assist newly forming coalitions in becoming eligible to apply for DFC funding.

For the purposes of the DFC Program, a coalition is defined as the following: a community-based formal arrangement for cooperation and collaboration among groups or sectors of a community in which each group retains its identity, but agrees to work toward a common goal of building a safe, healthy, and drug-free community. Coalitions receiving DFC funds are expected to work with leaders within their communities to identify and address local youth substance use problems and create sustainable community-level change through environmental prevention strategies.

Office of National Drug Control Policy

The Administration is committed to restoring balance to U.S. drug-control efforts by coordinating an unprecedented government-wide public health and public safety approach to reduce drug use and its consequences. Led by ONDCP, this effort includes a renewed emphasis on community-based prevention programs, early intervention programs in health care settings, aligning criminal justice policies and public health systems to divert non-violent drug offenders into treatment instead of jail, funding scientific research on drug use, and, through the Affordable Care Act, expanding access to substance use treatment.

A component of the Executive Office of the President, ONDCP was created by the Anti-Drug Abuse Act of 1988. ONDCP advises the President on drug-control issues, coordinates drug-control activities and related funding across the Federal government, and produces the annual National Drug Control Strategy, which outlines the Administration's efforts to reduce illicit drug use, manufacturing and trafficking, drug-related crime and violence, and drug-related health consequences.

ONDCP seeks to foster healthy individuals and safe communities by effectively leading the nation's efforts to reduce drug use and its consequences.

ONDCP administers the DFC and DFC-M Program. This program provides grants to community coalitions that mobilize their communities to prevent youth substance use. The DFC Program enables coalitions to strengthen their coordination and prevention efforts, encourage citizen participation in substance use reduction efforts, and disseminate information about effective programs. Since 1998, ONDCP has awarded more than 2,000 DFC grants to communities that represent a cross- section of communities from every region in the Nation and include rural, urban, suburban, and Tribal communities.

For more information about ONDCP, visit: **http://www.whitehouse.gov/ondcp/**.

Substance Abuse and Mental Health Services Administration

The Substance Abuse and Mental Health Services Administration (SAMHSA) was established in 1992 and directed by Congress to effectively target substance use and mental health services to the people most in need, and to translate research in these areas more efficiently and rapidly into the general health care system. SAMHSA's mission is to reduce the impact of substance use and mental illness on America's communities. In order to achieve this mission, SAMHSA has identified six Strategic Initiatives to focus the Agency's work on improving lives and capitalizing on emerging opportunities. These initiatives are:

1. Prevention of Substance Use and Mental Illness
2. Health Care and Health Systems Integration
3. Trauma and Justice
4. Recovery Support
5. Health Information Technology
6. Workforce Development

Over the years, SAMHSA has demonstrated that prevention works, treatment is effective, and people recover from mental and substance use disorders. Behavioral health services improve health status and reduce health care and other costs to society. Continued improvement in the delivery and financing of prevention, treatment, and recovery support services provides a cost-effective opportunity to advance and protect the nation's health.

As Federal partners, ONDCP and SAMHSA collaborate to provide comprehensive program management and administrative support to improve and enhance this important national substance use prevention effort.

For more information about SAMHSA, visit: **http://www.samhsa.gov/about-us**.

Center for Substance Abuse Prevention

The Center for Substance Abuse Prevention's (CSAP's) Division of Community Programs (DCP) provides day-to-day programmatic oversight, monitoring and support of the DFC Program. DCP staff serves as Government Project Officers (GPOs) providing prevention expertise and guidance to all DFC and DFC Mentoring Program grant award recipients.

Substance use prevention is one of the greatest public health challenges for our country. Research has shown not only which prevention interventions work, but also that prevention is cost-effective. Communities and states across the nation are using data-driven decision-making as they decide which evidence-based programs, practices, and policies work best to keep their citizens healthy. Additionally, they continue to invest in prevention because it contributes to better health and improved quality of life.

The goal of prevention of substance use and mental illness is SAMHSA's first Strategic Initiative. CSAP's charge is to create prevention efforts that engage individuals, families, schools, workplaces, and support communities. CSAP also works to promote emotional health and prevent and reduce substance use, mental illness, and suicide. For prevention resources, materials and more information about CSAP, visit: **http://www.samhsa.gov/prevention**.

Division of Grants Management

The Division of Grants Management (DGM) strives to meet the SAMHSA mission by leading the Agency's financial assistance efforts. The DGM awards and monitors financial assistance effectively and efficiently, and ensures compliance with public policy. It is important that all recipients have a common perspective and equality of grant availability.

The DGM performs the following functions:

- Develops, implements, and coordinates the application of Agency standards, methods, and procedures for the management of grants and cooperative agreements;
- Provides guidance to the Agency, prospective applicants, and recipients on the management and administrative aspects of SAMHSA grant programs;
- Reviews applications, reports, and active projects to ensure compliance with management policies, and procedures;
- Prepares, processes, and disseminates award documents;
- Prepares special and recurring reports relating to applications and awards; and
- Measures and tracks grant management performance.

For more information about the DGM, visit: **http://www.samhsa.gov/grants/grants-management**.

HHS Division of Payment Management

Payments for your grant are made available through the Division of Payment Management (DPM) Services.

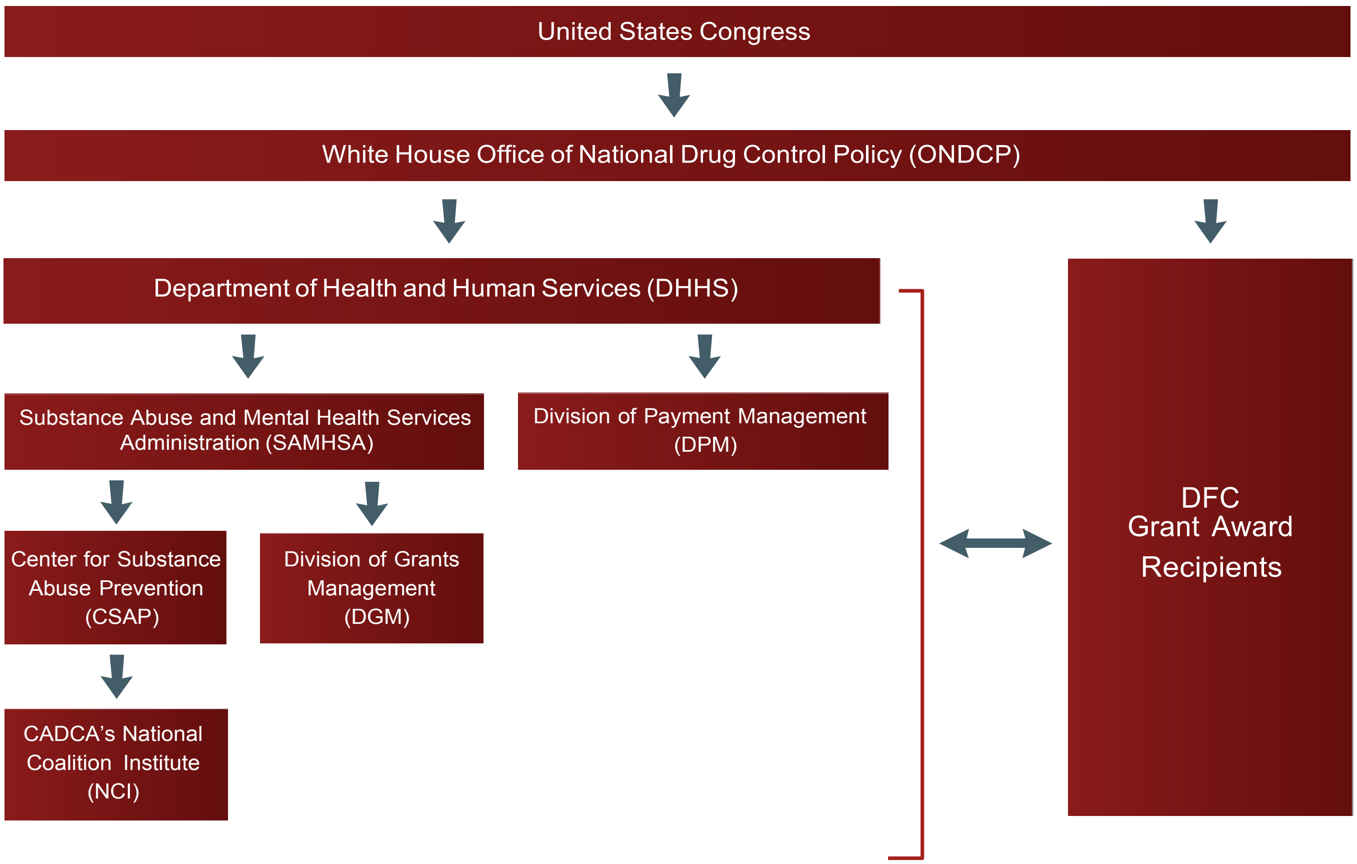
The Payment Management System (PMS) is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), DPM.

NOTE: All grant award recipients must register with DPM to begin to draw down funds for their grant. To register with DPM, visit **http://www.dpm.psc.gov**.

Roles and Responsibilities

The DFC Program is a collaborative effort between the Executive Office of the President's ONDCP and Department of Health and Human Services' SAMHSA.

Drug-Free Communities (DFC) Support Program Partners



Roles and Responsibilities of the Grant Recipient

Along with the acceptance and receipt of a grant award come many responsibilities involving the management and administration of programmatic, financial, and reporting aspects of the grant project.

For the purposes of the DFC Program, a **"recipient"** is either a coalition that has received a grant or an outside agent that is serving as the recipient on behalf of a community coalition under the competitive Funding Opportunity Announcement (FOA) process.

Recipients are required to maintain key personnel. Key personnel are individuals who contribute to the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.

For the purposes of the DFC Program, key personnel are the **"Program Director"** and **"Project Coordinator."** The Program Director and the Project Coordinator may be the same person. The Program Director is an individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation. The Project Coordinator is an individual who coordinates coalition services and DFC project activities, including training, coalition communication, data collection, and information dissemination.

Recipients must meet the following Statutory Eligibility Requirements each year the coalition is funded by the DFC Program. Failure to meet any one of these requirements is considered non-compliance with grant regulations.

DFC Grant Award Recipient Statutory Eligibility Requirements	
Grant Award Recipient Requirements	**Requirement Details**
Statutory Eligibility Requirements for All DFC Grant Award Recipients (coalitions or outside agents)*	• The recipient must be an entity eligible to receive Federal funds. • The recipient must not request more than $125,000 per year. • The recipient must document the level of non-Federal match defined in the DFC Act. • The recipient cannot be awarded more than one DFC grant at a time.
Other Requirements for All DFC Grant Award Recipients (coalitions or outside agents)	• The recipient must continue the implementation of the specific goals and objectives outlined in the approved application for DFC funding. The recipient must develop a funding plan that ensures (1) the required match of requested federal funds, and (2) solicitation of substantial financial support from non-Federal sources for sustainability purposes. • The key personnel (Program Director and Project Coordinator) is required to participate in DFC *Me*, so that information from DFC is received on a timely basis. • The recipient must use the Strategic Prevention Framework (SPF), a five-step evidence-based process for community planning and decision-making. • The recipient must plan and implement Environmental Prevention Strategies (see Overview of Environmental Prevention Strategies) as part of his/her Strategic and Action Plans.
Statutory Eligibility Requirements for DFC-Funded Coalitions (if you are the grant award recipient for a separate coalition, you are still responsible for ensuring all eligibility criteria are met by the coalition)	• The coalition must have at least one representative from each of the required 12 sectors, as outlined in the Terms and Conditions, FOA, and the Drug-Free Communities Act of 1997. • The coalition must maintain meeting minutes that demonstrate that it is a unique entity that has substantial involvement from its members and is working toward the two goals of the DFC Program. • The coalition must address multiple (more than one) drugs per year in its 12-Month Action Plan for each year of funding. • The coalition must have as its principal mission the reduction of youth substance use. • The coalition has not already received 10 years of DFC funding. • The coalition must capture and provide the data required for the DFC National Evaluation.
***Requirements for Grant Award Recipients in Years 3 and 7:** *The coalition must submit via DFC Me a "Strategic Plan for Sustainability" with the February Progress Report.*	

DFC Grant Award Recipient Statutory Eligibility Requirements	
Grant Award Recipient Requirements	**Requirement Details**
Statutory Eligibility Requirements for All DFC-M Grant Award Recipients	• The Mentor coalition must have been in existence for at least five years. • The Mentor coalition must be in compliance with all requirements of their existing DFC grant for the previous year. • The Mentor coalition must have achieved, through its own efforts, measurable results in the prevention of substance use among youth. • The Mentor coalition must have at least one paid or volunteer staff person, as well as sector volunteers, willing to serve as mentors to the Mentee coalition in the prevention of youth substance use. • The Mentee coalition is not currently and never has been funded through the DFC grant program. • The Mentor coalition must demonstrate that there is a willingness on the part of the Mentee coalition and its community to actively participate in the mentoring process. • The Mentor coalition must submit a detailed Mentoring Plan for the mentoring activities to be supported by the grant. • The Mentor coalition must demonstrate a minimum of a 1:1 match in non-Federal funds not previously identified as match to their current DFC grant. • The Mentor coalition may not request more than $75,000 in Federal funds per year.

For additional information on FY 2016 DFC Grant Award Recipient Terms and Conditions, go to https://www.whitehouse.gov/ondcp/information-for-current-grantees. All DFC grant award recipients are required to comply with Terms and Conditions related to their grant. If you have questions, contact your GPO (programmatic issues) or Grants Management Specialist (GMS) (fiscal issues). The Terms and Conditions are outlined within the award and all continuation awards sent out by SAMHSA to each recipient at the beginning of each new fiscal year.

Roles and Responsibilities of the Office of National Drug Control Policy

- ONDCP is involved in all administrative aspects of the program at the national level;
- ONDCP makes final funding decisions for new and continuation grants;
- ONDCP makes program policy decisions regarding the DFC Support Program and DFC Mentoring Program;
- ONDCP provides oversight of the National Cross-Site Evaluation of the DFC Support Program;
- ONDCP reports to the President and Congress on progress and success of the DFC Support Program;
- ONDCP confers with SAMHSA for day-to-day management of DFC grants; and
- ONDCP provides all DFC-funded community coalitions with access to the DFC *Me* (Management and Evaluation) system.

Roles and Responsibilities of the Grants Management Officer

The **Grants Management Officer** (GMO) is the individual within SAMHSA's DGM designated to serve as the official responsible for the business and non-programmatic management aspects of a particular grant(s). The GMO is responsible for all Federal business management matters associated with the review, negotiation, award, and administration of the assigned grants, and interprets grants administration policies and provisions. **The GMO or designee is the SAMHSA official who may grant required prior approvals.** All changes in the Terms and Conditions of the grant award must be made in writing by the GMO or designee by issuing a revised Notice of Award (NoA).

Roles and Responsibilities of the Grants Management Specialist

Each recipient is assigned a **Grants Management Specialist** (GMS), working under the guidance of a GMO, who is the **primary point of contact** for all business and financial management matters related to your grant's review, negotiation, award, and administration, and who interprets and enforces grants administration policies and provisions. Your GMS works closely with your GPO. The GMS is assigned responsibility for the day-to-day management of the DFC Support Program grants. Specialists' activities include, but are not limited to:

- Post-award grant administration activities, including review and approval of: budget revisions; carryovers; change in recipient; change in scope or nature of the annual plan; and change of key personnel.
- Utilization of information from site visits, reviews of expenditure and audit reports, and other appropriate means to ensure that the project is operated in compliance with all applicable Federal laws, regulations, guidelines, grant eligibility requirements, and terms and conditions of award. Questions concerning the applicability of regulations and policies of this grant program, and all required prior approvals, such as requests for permission to expend funds for certain items, should be directed to the GMS.
- Review and validation of the Federal Financial Reports (FFR) at the end of each Budget Year, monitoring grant expenditures and ensuring that recipients comply with the match requirements.
- Technical Assistance (TA) on various grants management issues to recipients and the GPO.
- In concert with the GPO, site visits to review recipients' financial compliance.
- Along with the GPO, review and processing of no-cost extension requests.

Roles and Responsibilities of the Office of Financial Advisory Services (OFAS)

The OFAS assists DGM by conducting the following grants management activities that result in interactions with DFC grant award recipients:

- Reviews all new grant award recipients' capability to adequately administer Federal awards;
- Reviews grant award recipients' key staff with the same or similar names as excluded individuals;
- Reviews applicants and grant award recipients for delinquent Federal debt;
- Resolves OMB Circular A-133 (45 CFR 75 Subpart F) audit findings;
- Reviews allegations and complaints;
- Requests organizations be classified as high risk as appropriate;
- Processes high-risk grant award recipients advance and reimbursement requests; and
- Closes out grants after they end.

GMS CONTACT: The NoA lists the GMS assigned to your grant, or you may access the name and contact information at: **https://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program/contacts**.

NOTE: All e-mails to GMSs should include the grant number in the subject line. The GPO should be "cc'd" (copied) on all e-mails to the GMS.

Roles and Responsibilities of the Government Project Officer

Each recipient is assigned a **Government Project Officer** (GPO) who works in CSAP and oversees the programmatic aspects of the DFC grants. Communication and coordination between personnel is essential for a successful grant project. GPO duties include:

- Initial contact with each recipient shortly after the recipient receives the NoA from SAMHSA. This discussion, at a minimum, should include clarification of program goals and objectives; a review of staff; a determination of whether there are immediate needs for training or technical assistance; and review of the budget, terms and conditions, or other issues.
- Regular and ongoing contact with recipients, at a minimum on a monthly basis, through e-mail, phone calls, and site visits.
- Review of the semi-annual progress reports submitted via DFC *Me* and provides feedback to the recipient on whether performance is satisfactory.
- Ongoing project monitoring and coordinating with SAMHSA's DGM, which conducts the fiscal oversight of the recipient, where appropriate. Program aspects of monitoring are accomplished by collecting and continuously reviewing
- Information from telephone communications, site visits, progress reports, correspondence, technical assistance reports, recipient meetings, and other sources.
- Initiation of corrective action, as needed.

GPO CONTACT: The NoA lists the GPO assigned to your grant program, or you may access the name and contact information at: **http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program/contacts**.

Roles and Responsibilities of the Division of Payment Management

The Division of Payment Management (DPM) uses a custom-developed PMS that provides grant award recipients the tools to manage grant payment requests, and disbursement reporting activities. The DPM:

- Processes grant fund payment requests (draw downs);
- Responds to questions regarding the PMS application;
- Assists grant award recipients having difficulty navigating through PMS application system menus and processes;
- Resets PMS user passwords; and
- Is responsible for collecting quarterly FFRs (cash transaction reports) via the PMS.

For more information regarding the DPM, visit **http://www.dpm.psc.gov**. To contact the PMS Help Desk, call 1–877–614–5533, Monday–Friday from 7 a.m. to 9 p.m. ET, or e-mail **PMSSupport@psc.gov**.

Grant Implementation

In this section, you will find information on documents, procedures, and processes you will use during grant implementation.

The Notice of Award

The Notice of Award (NoA) is the official, legally binding document that:

- Notifies the recipient of the award of a grant;
- Contains or references all the Drug-Free Communities and/or DFC-Mentoring Terms and Conditions of the grant and Federal funding limits and obligations; and
- Provides the documentary basis for recording the financial and programmatic obligations.

Contact your Grants Management Specialist (GMS) immediately in the event any information is not correct, or should you have any questions. NoAs are sent electronically to the business official identified in the DFC application.

The NoA is divided into the following sections:

Sections of the Notice of Award	Descriptions
Project and Budget Periods	The initial DFC project is for a maximum of 5 years. The budget period is for one year only. Recipients are required to submit a "continuation" application for each budget period. The Project Period and Budget Period are different. A Budget Period is the 12-month period for which funds are allocated. The start date and end date of the Budget Period are indicated on the NoA. The Project Period is the total time period for Government support of the project, usually a fixed number of years. Refer to your NoA for the project period of your award.
Section I	Lists the approved budget, as submitted and negotiated by SAMHSA and the recipient. This section further lists the "summary totals for all years." This is the amount of funding (if available and if recipient is in compliance with the terms of the award) that the recipient may request in each of the continuation years of the award.
Section II	Lists the Payment Management System (PMS) information and the Officer of the Inspector General (OIG) hotline information.
Section III	Explains the "order of precedence" regarding the laws and regulations that govern this award. Note that it is the recipient's responsibility to know and follow the rules and regulations shown in this section. Failure to adhere to these guidelines may result in enforcement actions, up to and including termination of the award.
Section IV	Lists the special, program-specific, and standard terms and conditions of this award. Note that drawing down funds through the PMS system denotes your acceptance and agreement to follow the terms and conditions of the award.

Sections of the Notice of Award	Descriptions
Reporting Requirements	Outlines the different reporting requirements and specific due dates (as known at the time of the award).
Indirect Costs	SAMHSA allows recipients to submit indirect costs for this grant program. If you chose to have indirect costs, this section directs you to the Division of Cost Allocation for more information.
Contacts	Lists the contact information for the Government Project Officer (GPO) and the GMS assigned to your grant. Note that these may change in the course of the year; therefore, refer to the contact list at **http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program/contacts**, if you need to update contact information.

Grant Payments

All recipients must register with the Division of Payment Management (DPM) Services to begin to draw down funds for their grants.

All organizations must submit the following forms in order to become established in the PMS, regardless of whether they already have a PMS Account Number with a different Federal Agency.

- Direct Deposit Sign-Up Form (SF-1199A)
- DPM PMS System Access Form

To access forms from the DPM website:

- Go to **http://www.dpm.psc.gov**
- Click on "Grant Recipient Info"
- Click on "Forms"

All original* documentation should be forwarded to:

U.S. Department of Health and Human Services
PSC/FMS/Division of Payment Management
7700 Wisconsin Ave., Suite 920
Bethesda, MD 20814

**Faxed, scanned, e-mailed, or photocopied documents will not be accepted.*

Overview of the Strategic Prevention Framework

The Strategic Prevention Framework (SPF) is an important planning process for implementing the DFC and DFC-M Program in your community. This framework is integral in monitoring the effectiveness of your prevention efforts.

The Importance of the Strategic Prevention Framework

DFC-funded coalitions are an important part of the national strategic prevention system. By virtue of your DFC grant award, your community coalition has been asked to use the SAMHSA/CSAP SPF planning process to guide your community-based prevention efforts. It consists of five discrete but interconnected action-oriented planning steps:

- Assessment;
- Capacity building;
- Planning strategically;
- Implementation of a strategic plan; and
- Evaluation of your work.

The SPF provides an effective prevention planning process and can lead to the development of a common set of coalition goals, objectives, strategies, activities, and tasks.

The five basic action-oriented steps are guided by the principles of cultural competence and sustainability. Each step contains key milestones and products that are essential to the validity of the process. Focused on systems development, the SPF reflects a public health, community-based approach to delivering effective prevention.

As a DFC and DFC-M grant recipient you should routinely use the SAMHSA/CSAP SPF elements in your work activities. It is important to build the capacity of your coalition to:

- Understand the importance of having a 12-Month Action Plan in place;
- Understand the logic incorporated into the SPF;
- Know each of the five steps and the activities involved with each one;
- Have a planning approach that is understood, shared and implemented by all members; and

Implement, routinely monitor and regularly evaluate all SPF effort(s) during the course of each funding year (12 months) and the full 5-year grant cycle.

For more information on the SPF, please visit the following resource:
http://www.samhsa.gov/capt/applying-strategic-prevention-framework

Overview of Environmental Prevention Strategies

Working to bring about environmental change reflects the most fundamental idea behind the SPF, a public health approach that seeks change for entire populations (the community at large). Environmental prevention strategies complement prevention strategies, such as providing information, education, and alternatives to substance use that focus on individuals. These strategies provide a foundation for coalitions to position themselves to achieve environmental and policy changes. This sort of top-down/bottom-up approach reflects the SPF principle that comprehensive strategies—multiple efforts across multiple sectors—work best.

Environmental prevention strategies, initiatives, measures, and related substance use prevention efforts aim to change or influence community standards, institutions, structures, attitudes, and policies that shape individuals' behaviors (with respect to the use of drugs, alcohol, and tobacco, etc.). Community coalitions have used environmental approaches to:

- Change public perceptions and attitudes regarding the consequences and consumption of drugs, tobacco, and alcohol and the overall impact(s) of drug use;
- Improve and enforce laws and regulations;
- Decrease the availability or access to alcohol and other harmful drugs; and
- Address other factors affecting public health and safety.

The DFC Program specifically aims to mobilize the community in order to leverage the collective "know how" to impact environmental factors and conditions. The return on the energy and resources expended can be a major force in reducing the specific youth substance use problems being addressed.

A coalition that has effectively implemented environmental prevention strategies has likely taken care to develop the capacity of its members to understand this important prevention approach, and ensures their participation in the process. It is important to directly link your assessed community problems to your coalition's work and its efforts to affect environmental factors and influences. This will allow your coalition to select evidence-based environmental interventions and assess the community-level impacts.

Important Points Regarding the Use of Environmental Prevention Strategies

- Environmental prevention strategies differ from individual prevention efforts by focusing on changing the policies, procedures, systems, and attitudes affecting public health at the community level.
- The most effective prevention efforts target the individual and the environment.
- Environmental prevention strategies focus on changing norms, adopting and enforcing laws and regulations, and reducing the availability and access to alcohol and other drugs.
- Prevention efforts that use environmental prevention strategies typically are effective to the extent they demonstrate effects on "bottom line" measures (e.g., key health indicators).
- Often it takes a community coalition to bring about the environmental changes that, over the long term, make meaningful impacts on the problem of substance use. Your DFC coalition makes a difference!

For more information on environmental prevention strategies, please visit:
http://www.cadca.org/resources/coalition-impact-environmental-prevention-strategies.

Requirements and Guidelines

In this section, you will find information on the requirements and guidelines that you will need to follow as you implement your grant, including financial management and reporting requirements.

Department of Health and Human Services Grants Policy Statement

The Department of Health and Human Services (HHS) Grants Policy Statement is a term and condition for all SAMHSA awards. This directive covers policy topics including, but not limited to, general administrative and public policy terms, cost considerations, and standards of conduct.

Part II of the HHS Grants Policy Statement describes selected allowable and unallowable cost items and activities.

A PDF version of the HHS Grants Policy Statement is available at:
http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

Federal Administrative Regulations

This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 45 CFR Part 75, as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this 2016 award, 45 CFR Part 75 requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230. For more information on 45 CFR Part 75 Requirements, see **https://cfo.gov/cofar**. For specific, award-related questions, recipients should contact their SAMHSA Grants Manager Office promptly for clarification.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR 45 CFR 75 are a term and condition for all SAMHSA awards.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR 45 CFR 75 are available at:
http://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377ef5213a51c149de40cab&node=2:1.1.2.2.1&rgn=div5.

Allowable Costs and Activities

A typical DFC budget submission includes the salary and benefits of an individual who ensures effective day-to-day operations of the oalition, training, technical assistance for the coalition, travel, and prevention efforts that place emphasis on environmental strategies. Guidelines for determining allowable and unallowable expenditures are outlined in the Federal cost principles. The allowability, reasonableness, and necessity of costs that may be charged to DFC Support Program grants are outlined in the Subpart E–Cost Principles of the 2 CFR 200/45 CFR 75. It is available at **http://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377ef5213a51c149de40cab&node=2%3A1.1.2.2.1&am p;rgn=div5#sp2.1.200.e**.

What the Drug-Free Communities Support Program Funds

The DFC Program funds community coalitions that have been formed to address youth substance use. Local communities often understand that they hold the key to solving local problems. In realizing this, community-based coalitions are created every day in this country.

DFC does **not** fund programs or services. DFC does **not** fund the following (not a fully exhaustive list):

- Afterschool programs;
- Youth mentoring programs;
- Sports programs;
- Treatment services/programs/facilities;
- Drug courts;
- Anything considered “direct services”;
- Construction; or
- Landscaping/neighborhood revitalization projects.

In addition, DFC Program grant recipients must comply with the following funding restrictions:

- DFC grant funds must be used for purposes supported by the program.
- DFC grant funds may not be used to pay for any lease beyond the project period.
- DFC grant funds may not be used to pay for the purchase or construction of any building or structure to house any part of the grant project.
- **Food is generally unallowable. Exceptions could include when food is used as a small incentive (not to exceed $3 per person) to encourage participation in a community-wide event. Food is not allowable for general coalition or subcommittee meetings.**
- No more than 10 percent of the total grant award may be used for evaluation.
- DFC grant funds may not be passed through by contract or any other method to another entity to conduct the substantive programmatic work on the program. The funded coalition is expected to perform the substantive role and manage the efforts carried out by this grant.
- DFC grant funds may not be used to provide funding to community organizations through mini-grants, including one coalition funding another coalition.
- DFC grant funds cannot be utilized for the following: law enforcement equipment, drug search detection canines or related training, lighting, or community gardening efforts.
- Incentives should be the **minimum** value that is deemed necessary to meet the program goals. SAMHSA policy provides for the use of grant funds of up to $30 per participant for each non-cash equivalent incentive, such as coupons, prizes, or small gifts.
- Electronic purchases must be limited to **minimum** amounts needed to carry out the project goals and objectives.

Electronics requested for purchase during the final year of the grant, in an effort to spend down remaining funds, will be deemed as unreasonable.

Progressive Discipline and Appeals Process

The DFC Program progressive discipline and appeals processes have been developed by ONDCP and SAMHSA. There are three progressive discipline actions that can be taken:

1. High-risk status;
2. Suspension; and
3. Termination.

An overview of this plan and the complete explanation and procedures are posted on the DFC Program website at: **https://www.whitehouse.gov/ondcp/information-for-current-grantees**.

Restrictions on Grant Award Recipient Lobbying

Federal regulation regarding lobbying with Federal funds states the following:

(c) Title 18 > Part I > Chapter 93 > Section 1913: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of Section 1352 (a) of Title 31.

Financial Management Requirements

Recipients must have a proper financial management system in place, and it must conform to 45 CFR 75.302. Basic elements of a financial management system must include written accounting and personnel and procedures with the following elements and standards:

Element	Standards
Allowability of Costs	• Costs must be reasonable, allocable, and adequately documented. • A cost is reasonable if it does not exceed what a prudent person would incur under similar circumstances. • A cost is allocable if the goods or services benefited the project. • A cost is adequately documented if it is supported by accounting records and source documents (e.g., timesheets and payroll records, invoices).
Cash Management	• Limited to minimum amounts needed to cover allowable project costs. • Timed in accordance with the actual immediate cash required to carry out the approved project. • Must not be made to cover future expenditures. Payment Management System (PMS) permits advance drawdown of funds only for expenditures made within a 72-hour timeframe.
Annual Audits	• Audits must be performed in accordance with 45 CFR 75 200 Subpart F for Fiscal Years (FYs) with expenditures under Federal awards of $750,000 or more. • Reports on these audits must be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or 9 months after your organization’s fiscal year ends.
Accounting System	• Must be able to separately report revenue and expenditures by Federal program, as well as other programs.
Internal Controls “Internal controls” means a process designed by the recipient organization to provide reasonable assurance the objectives will be achieved.	• Effectiveness and efficiency of operations. • Reliability of financial reporting. • Consistency from one grant program to another. • Compliance with applicable laws and regulations.
Bank Statements	• Require bank statements to be opened and reviewed by a recipient official not authorized to sign checks, but who is familiar with the organization’s financial activities. • Prohibit the individual reconciling the bank statements from opening them when received. • Require that the reconciliation be performed in a timely manner by an employee not authorized to sign checks (timely defined within 14 days).

Element	Standards
Disbursements/Procurement	• Documentation maintained to support all disbursements. • Blank checks safeguarded. • Disbursements pre-approved (indicate by whom). • Expenditures reasonable. • Two signatures on all checks for purchases of more than $5,000. • Organization officials authorized to sign checks designated in the policies.
Matching/Cost-Sharing All required matching or cost-sharing, as required by the DFC Support Program, will be shown as part of the total approved budget in the NoA and becomes an award requirement enforceable through the NoA.	Contributions (including cash and third party in-kind) must be: • Verifiable from the recipient's records; • Not included as contributions for any other Federally-assisted project; • Necessary and reasonable for proper and efficient accomplishment of the project or program objectives; • Not paid by the Federal Government under another award (except where authorized by Federal statute); and • Allowable, similar to the grant's Federal expenditures, and provided for in the approved budget.
Consultants/Subcontracts	• Define nature and scope of services that may be outsourced. • In-house capabilities must be evaluated before obtaining external assistance. • Selection process described in policies and procedures. • Method for ensuring costs and fees are reasonable. • Prior to selection, check the System for Award Management at **https://www.sam.gov** and HHS Office of Inspector General's (OIG) List of Excluded Individuals and Entities at **http://exclusions.oig.hhs.gov**
Expenditure Analysis	• Actual versus budgeted expenditures are to be compared periodically. • Significant variances investigated, resolved, and documented to ensure actual expenditures do not exceed amounts budgeted for the grant period.
Indirect Costs **45 CFR Part 75**	• With some exceptions, non-Federal entities that have never received a negotiated indirect cost rate may elect to charge a de minimum rate of 10 percent of modified total direct costs. • Any existing or planned indirect cost rates and the type of rate used. • If all costs are charged directly to the award, the method used to allocate costs that benefit more than one cost objective must be described in detail.

Element	Standards
Credit Cards	• All expenditures must be pre-approved. • Expenditure amounts and types limited. • Personal expenditures prohibited. • All receipts submitted for review and comparison with credit card statements before payment.
Timekeeping **45 CFR Part 75**	• Salaries and wages based on actual time employees worked and supported by timesheets that separately report total time worked on each project and leave. • Timesheets certified as accurate by the employee or supervisor familiar with the employee's activities. • Salaries and wages charged to Federal awards cannot be based on budgets or estimates.
Travel	• Expenses must be reasonable, necessary, and pre-approved. • Mileage, meals, incidentals, and lodging rates should be limited to rates published in the GSA Federal Travel Regulation, unless an organization has an established travel policy. • Where an organization does have its own written travel policy, the GSA travel rates will be used as a reasonableness test.
Property Control	• Property records must include a description, serial number or equivalent, tittle, cost, Federal percentage, purchase date, source of funding, location, condition, and disposal information. • Physical inventories conducted at least every other year and reconciled with property records. • Property purchased with Government funds tagged and safeguarded to prevent loss or theft.
Conflict of Interest	• Prohibit the appearance and existence of conflict of interest situations for employees, officials, and agents of the organization. • Define the code of conduct for conflict of interest situations. Examples: • An officer or employee has an interest in a company selected for a contract or consulting relationship, such as through their ownership, ownership by a family member, or through financial or other business ties; • Nepotism, where an employee is supervised by a family member under the Federally-sponsored project; • An evaluator contracted under the grant also helped write the grant application under a contract with the organization that received the award. This would violate Federal competition rules. Such costs are unallowable according to regulation and cost principles and will be recovered.

Element	Standards
Drug-Free Workplace	• Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace. • As a condition of employment, employees must notify management in writing within five calendar days, if convicted of violating a criminal drug statute. • Appropriate personnel action must be taken, within 30 calendar days, against any convicted employee. • Federal agencies must be notified in writing, within 10 calendar days, if any employee engaged in the performance of an award is convicted of violating a criminal drug statute.
Program Income	• Further the eligible project or program objectives. • May finance the non-Federal share of the project or program. • For either option above, may only use program income to pay costs otherwise allowable under the DFC program.

Audit Requirements

45 CFR Part 75 Subpart F requires that non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year, in accordance with the provisions of this part. Recipients must submit a completed data collection form (SF-SAC) in addition to the audit report, within the earlier of 30 days after receipt of the report or nine months after the fiscal year-end.

For questions and information concerning the submission process, please visit https://harvester.census.gov/facweb or call the Federal Audit Clearinghouse at 1–800–253–0696.

Public Policy Requirements

Public policy requirements concerning civil rights, handicapped individuals, sex discrimination, and age discrimination require a one-time submission of Assurance Form HHS 690 prior to award. All subsequent applications must certify that the form (or the previous forms HHS 441, 641, 639-A, and 680) has been filed. These forms are provided as part of SAMHSA's application kit, and can be downloaded from SAMHSA's website: **http://www.samhsa.gov/grants/applying/forms-resources**.

To inquire as to whether your organization has previously filed the HHS 690 or the previous forms, contact the HHS Office for Civil Rights at 202–619–0403.

Publication Guidelines

You are required to notify the Government Project Officer (GPO)—who will then be in contact with the SAMHSA Publication Clearance Officer—about your interest in publishing any materials based on DFC funds. You must also include acknowledgement of ONDCP and SAMHSA as the source of funding for the project:

"This [name of document] was developed, in part, under grant number [XXXX] from the Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration. The views, opinions, and content of this publication are those of the authors and contributors, and do not necessarily reflect the views, opinions, or policies of ONDCP, SAMHSA, or HHS, and should not be construed as such."

Language below must be used on any Spanish-language publications:

"Este [nombre del document] se desarrolló, en parte, bajo el número de concesión número [XXXX] de la Oficina de Política Nacional de Control de Drogas (ONDCP), la Administración de Abuso de Sustancias y Servicios de Salud Mental (SAMHSA) y el Departamento de Salud y Servicios Humanos de los Estados Unidos (DHHS). Los puntos de vista, políticas y opiniones expresadas son de los autores y no reflejan los de la ONDCP, SAMHSA, o el DHHS."

Guidelines for Developing Project Material

All materials must include the following language:

"This [flyer/brochure/website/poster, etc.] was developed, in part, under grant number [XXXX] from the Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration, Department of Health and Human Services. The views, policies, and opinions expressed are those of the authors, and do not necessarily reflect those of ONDCP, SAMHSA, or HHS."

All materials developed in Spanish must include the following language:

"Esta [hoja / folleto / sitio de internet / cartelón, etc.] se desarrolló, en parte, bajo el número de concesión XXXX de la Oficina de Política Nacional de Control de Drogas (ONDCP), la Administración de Abuso de Sustancias y Servicios de Salud Mental (SAMHSA) y el Departamento de Salud y Servicios Humanos de los Estados Unidos (DHHS). Los puntos de vista, políticas y opiniones expresadas son las de los autores y no reflejan los de la ONDCP, SAMHSA o DHHS."

Products developed by recipients are not subject to SAMHSA's or the Office of the Assistant Secretary for Public Affairs' (OASPA) review and clearance. They are not considered to be SAMHSA products. However, DFC GPO should be made aware of all products developed by recipients. If deemed necessary, the GPO will request further guidance from ONDCP.

For more information about procedures and requirements, contact your GPO or Grants Management Specialist (GMS), who will either answer your questions or direct you to the right resource. For more on Federal grants policies and grants management, go to **http://www.samhsa.gov/grants/grants-management** or **http://www.hhs.gov/ohrp/regulations-and-policy/index.html**.

Recordkeeping

In this section, you will find information on documenting receipts and expenditures, as well as procedures to follow when recording in-kind and matched contributions.

General Recordkeeping Guidance

Purchases, payroll, and other transactions you have in your organization should generate supporting documents for financial recordkeeping. Supporting documents include paid bills, invoices, receipts, Memorandums of Understanding (MOUs), deposit slips, cancelled checks, and tax returns.

These documents support the financial accounting entries in your books, and are used for auditing purposes. In general, recipients must maintain books and records to show that they comply with restrictions on the expenditure of Federal funds. Recipients must be able to document the sources of receipts and expenditures.

Gross Receipts

Gross receipts are the amounts received from all sources, including contributions. Recipients should keep supporting documents that show the amounts and sources of gross receipts. Drug-Free Communities (DFC) and DFC Mentoring (DFC-M) recipients are required to identify the sources of receipts and the amount of cash contributions or a description of the non- cash contributions received. Documents that show gross receipts include:

- Donor correspondence;
- MOUs;
- Pledge documents;
- Cash register tapes;
- Bank deposit slips;
- Receipt books;
- Invoices;
- Credit card charge slips;
- Check and cash receipt copies; and
- Remittance or credit advice (bank transfer).

Expenses

Expenses are the costs a recipient incurs to carry on its program. Supporting documents should show the amount paid and the purpose of the expense documents. Documents that show expenses include:

- Canceled checks;
- Cash register tapes;
- Contracts;
- Account statements;
- Credit card sales slips;
- Debit advice (bank transfer);
- Invoices; and
- Petty-cash slips for small cash payments.

TIP: Keep financial documentation in an orderly fashion and in a secure location. For instance, organize your files by year and type of income or expense.

Employee Records

Recipients that have employees must keep records of time, compensation, and specific employment tax records.

Volunteer Time

Record the number of hours volunteers work at the time they are incurred. A sign-in sheet or other recordkeeping mechanism are types of documents that can be used to reflect volunteer time.

The HHS Grants Policy Statement will help you understand allowable costs, volunteer rates, and conflict of interest issues. This document is available at **http://www.samhsa.gov/grants/grants-management**. Another helpful link in determining volunteer rate is: **http://www.independentsector.org/volunteer_time**.

Proof of Payment

Proof of payment verifies that an expense has been paid. Documents that show proof of payment include:

- Canceled checks;
- Cash register tapes;
- Credit card sales slips; and
- Account statements.

Proof of payment may be documented with certain financial account statements prepared by third-party financial institutions. All information must be highly legible. The following defines acceptable account statements:

IF payment is by	THEN statement must show
Check	Check number, amount, payee's name, and date the check amount was posted to the account by the financial institution.
Electronic Funds Transfer	Amo unt transferred, payee's name, and date the transfer was posted to the account by the financial institution.
Credit Card	Amount charged, payee's name, and transaction date.

Understanding Match

All costs and contributions used to satisfy a matching requirement must be documented by the recipient and are subject to audit. All contributions, including cash and third-party in-kind, must be verifiable from the recipient's records.

Cash Match

- Cash spent for project-related costs;
- Matching costs must adhere to Federal rules; and
- If not allowed with Federal dollars, not allowable with matching dollars.

In-Kind Match

- The values of goods and/or services third-parties donate for program or project purposes without charge to a recipient.

Third-Party In-Kind Contributions

- May satisfy a matching or cost-sharing requirement only when payment for them would be an allowable cost if the party receiving the contributions (recipient) were to pay for them.

Matching may be provided as direct and/or indirect costs. Recipient contributions may be derived from non-Federal sources.

Federal funds, including those passed through a state or local government, cannot be used toward the required match. The only exception in the DFC Program is in the case of a coalition that includes a representative of the Bureau of Indian Affairs, the Indian Health Service, or a Tribal government agency with expertise in the field of substance use and serving a tribal community. Coalitions with these conditions may use Federal funds as match.

All costs and contributions used to satisfy a matching or cost-sharing requirement must be documented by the grant award recipient at the same level of detail as Federal funds.

Matching contributions are subject to audit.

Grant award recipients are required to provide required matching in proportion to expenditure of the Federal share of the total project costs. This must be met by the end of the budget period.

Valuation of In-Kind Contributions

When determining how to make a decision on value, keep in mind that:

- This may require market research for specific recipient area;
- Not all areas pay the same rate (Washington, DC, versus Mobile, Alabama);
- Market research may be necessary for the service;
- If the recipient does not have employees performing similar work, rates used must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved; and
- If the donated services are in a different line of work, rates used must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.

Rates for volunteers must be consistent with established rates paid for similar work by the grant award recipient.

If a third-party donates the use of equipment or space in a building but retains the title, the contribution shall be valued at the fair rental rate of the equipment or space.

If a third-party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

Value is based on the service being provided, not a person's title or function. For example, an attorney providing services and doing work as a "Data Entry Clerk":

- Would charge rate of data entry clerk not attorney.
- May be less than hourly rate of position held.

Years of DFC Funding Received	Match Requirements
Years 1–6	100 percent match required
Years 7–8	125 percent match required
Years 9–10	150 percent match required

Years of DFC-M Funding Received	Match Requirements
Years 1–2	100 percent match required

Reporting Requirements

In this section, you will find information on reporting tools and procedures used to communicate progress of the project to the Government Project Officer and monitor use of funds.

Within this section and in your Notice of Award (NoA) you will find your grant's specific reporting requirements. Failure to comply with the reporting requirements identified below may result in suspension, classification as High-Risk status, or termination of the grant award and future funding.

System for Award Management

All DFC and DFC-M grant award recipients must be registered in the System for Award Management (SAM). SAM information must be updated at least every 12 months to remain active. Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes. **Grants.gov will reject submissions from applicants with expired Entity Registrations**. To create a user account, Register/Update entities, and/or Search Records from CCR, refer to **https://www.sam.gov**.

For a Quick Start Guide for Entities Interested in Being Eligible for Grants through SAM, go to: **https://www.sam.gov**.

- Select Help, User Guides, Quick User Guides
- Choose Quick Start Guides for Grant Registrations
- Select Download PDF file

Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) requires reporting of sub-award and executive compensation. Grant award recipients are required to regularly report all sub-awards over $25,000 to the Federal Sub-award Reporting System (FSRS)– **http://www.FSRS.gov**.

Additionally, certain grant award recipients are required to report the total compensation of their most highly compensated executives as part of the registration profile in the CCR.

See **http://www.samhsa.gov/grants/grants-management** for the full SAMHSA award term implementing these requirements and additional award applicability information.

DFC National Cross-site Evaluation

DFC recipients are required to participate in the DFC National Cross-site Evaluation, intended to measure the effectiveness of the DFC Program in preventing youth substance use. Data for the following four core measures must be collected and reported every 2 years on alcohol, tobacco, marijuana, and prescription drugs for three grades (6th–12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

ONDCP requires all recipients to collect data specific to the geographic area designated in the approved application. The data collection size must be sufficient to provide an accurate and meaningful statistical representation of the people being surveyed in each of the geographical areas served by the coalition. The recipient is responsible for providing these data on or before the deadline established for each reporting period via the progress report (see below).

Progress Reports

DFC Me (Management and Evaluation) is ONDCP's new interactive website designed to assist DFC-funded community coalitions with the tools and resources needed to better manage the DFC grant. DFC progress reports are completed online through DFC Me.

The Coalition Classification Tool (CCT) measures your coalition's level of development, so that ONDCP and SAMHSA can provide appropriate and targeted assistance. It also helps the DFC National Evaluation Team understand the developmental progress of DFC recipients. The frequency and submission process are indicated in the NoA as follows.

DFC Semi-Annual Progress Reports

All DFC recipients will complete and submit semi-annual reports. Reports for FY 2016 are entered into the DFC Me system on or before the following dates:

DFC Grant Award Recipients in Years 1–10

Type of Report	Date
DFC *Me* Progress Report	February 2017
DFC *Me* Progress Report	August 2017

All DFC recipients must complete the CCT once a year. Each coalition should have three individuals collaborate to complete this survey in accordance with the DFC National Evaluation Requirements. All coalitions must complete this survey tool on or before the following date through the DFC Me system:

DFC Grant Award Recipients in Years 1–10

Type of Report	Date
CCT	August 2017

DFC Mentoring Annual Progress Reports

Year 1 and Year 2 Grant Award Recipients

Type of Report	Date
DFC *Me* Progress Report	August 2017

Programmatic and compliance questions related to DFC Me progress reporting or CCT should be directed to your GPO. Please see Assistance and Resources in this handbook for more information.

Annual Federal Financial Report

The annual Federal Financial Report (FFR), Standard Form 425, is required on an annual basis and must be submitted to SAMHSA for each budget period as stated.

The FFR is required for each 12-month period, regardless of the overall length of the approved extension period authorized by SAMHSA.

The FFR is due 90 days after the end of each budget year. This report will document spent, unspent, and matching (in-kind) grant funds. The report is prepared on a cumulative basis and all program income (if applicable) must be reported. This report must be submitted electronically at DFCFFR@samhsa.hhs.gov. See page 74—Annual FFR Illustrative Instructions—for detailed information.

All DFC Grant Award Recipients Annual Federal Financial Report

Years 1–10 Grant Award Recipients

Year	Due Date
FY 2016 (September 30, 2016–September 29, 2017)	December 30, 2017

Quarterly Federal Financial Report (Cash Transactions)

Quarterly cash transactions reports are required by the HHS Division of Payment Management (DPM). This quarterly reporting requirement provides an overview of the cash status of the account. The FFR, Standard Form 425, is the mechanism for reporting disbursements.

Failure to submit reports on or by the specified due date can result in fund access restrictions.

Quarterly financial reports are required by the DPM. This quarterly reporting requirement provides an overview of the cash status of the account. The FFR is used for both the annual and quarterly reporting requirements for SAMHSA and DPM, respectively.

Go to the DPM website (**http://www.dpm.psc.gov**) to get information on the quarterly FFR (cash transactions report), the name, and telephone number of your DPM account representative, and other information.

All DFC and DFC-M Grant Award Recipients Quarterly Cash Transactions Report

Years 1–10 Grant Award Recipients

Quarter	Due Date
1st Quarter October 1, 2016–December 31, 2016	January 30, 2017
2nd Quarter January 1, 2017–March 31, 2017	April 30, 2017
3rd Quarter April 1, 2017–June 30, 2017	July 30, 2017
4th Quarter July 1, 2017–September 30, 2017	October 30, 2017

NOTE: The quarterly FFR is due to DPM 30 days after the quarter ends and it must be submitted through the Payment Management System.

Post-Award Changes

In this section, you will find information about post-award changes, or changes you may need to make after you have accepted your DFC grant award. This may include budget revisions, change of key personnel, level of effort, handling carryover funds, asking for a no-cost time extension, or navigating the continuation application process.

Post-Award Changes

As a Drug-Free Communities (DFC) and DFC Mentoring (DFC-M) grant recipient, you may need to modify your grant award or other aspects of your approved application during the year to accomplish certain programmatic objectives. This is defined as a post-award change. Recipients are required to notify SAMHSA of all post-award changes.

Submission Requirements

Post-award changes must include the following:

1. Request Correspondence: must be e-mail submission only.

   Requests must be submitted to the SAMHSA Grants Management Specialists by the Program Director ending with a signature line with his/her name, title and organization, telephone number, fax number, and e-mail address. The business official/authorizing representative and your Government Project Officer (GPO) must be copied on the e-mail.

   - Include justification (summarize request);
   - Grant number;
   - Grant award recipient organization name; and
   - Grant award recipient contact information;
     - Address, telephone number, fax number, and e-mail addresses.

2. Supporting documentation

   The grant award recipient is responsible for any distribution of the request.

   - Approval will be granted by DGM in the form of a revised Notice of Award (NoA).
   - No other written or oral approval should be accepted and will not be binding on SAMHSA and HHS.

The following are post-award changes which require notification to SAMHSA.

Change in Grant Award Recipient (Organization) Name

- Request Correspondence
  - Specify if there is an EIN or DUNS change.
- Revised SF-424 "Application for Federal Assistance" with authorizing official signature and date–**http://www.samhsa.gov/grants/continuation-grants**
- One of the following documents:
  - Articles of Incorporation
  - Documentation from the IRS to Recipient organization with correct name and EIN Declaration from the state government authority (if applicable).

NOTE: Changes in grant award recipient name is NOT for the transfer of the legal and administrative responsibility for the grant from one legal entity to another.

Change in Coalition Name

- Notify your assigned GPO and copy the GMS.
  - Request Correspondence

Address Change

- Request Correspondence
- Revised SF-424 "Application for Federal Assistance" with authorizing official signature and date–**http://www.samhsa.gov/grants/continuation-grants** (A revised checklist is necessary only if the PD or Business Official is changing)
- Revised HHS Checklist–**http://www.samhsa.gov/grants/continuation-grants**
- Revised Project/Performance Site Location(s) Form–**http://www.samhsa.gov/grants/continuation-grants**

Change in Authorized Official

- Request Correspondence
- Revised SF-424 "Application for Federal Assistance" with authorizing official signature and date–**http://www.samhsa.gov/grants/continuation-grants**

Prior Approval

Prior approval is required for a number of circumstances that are outlined in Section II-49 of the HHS Grants Policy Statement. **Federal grant recipients that have been placed on High-Risk status have additional requirements to make grant changes.**

Failure to obtain prior approval, when required, may result in the disallowance of costs, termination of an award, or other enforcement action within SAMHSA's authority.

The following areas are the most common post-award changes, which require notification to SAMHSA and prior approval.

Budget Revisions

Recipients, unless designated high risk, have a certain degree of latitude to move funds within and between budget categories to meet unanticipated requirements or to accomplish certain programmatic changes, except from the personnel, contract, and indirect cost categories.

If the reallocation of funds modifies the budget significantly*, a budget revision may need to be submitted for prior approval. Reallocation of funds to a budget category initially funded at "0" dollars requires a revised budget. Purchase of a unit of general purpose or special purpose equipment exceeding $5,000 and changes within the contract cost category requires prior approval.

When submitting a budget revision request, keep the following in mind: All of the budget items listed, whether supported by grant funds or match, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable Federal cost principles, auditable, and incurred during the project period.

**Significant re-budgeting is defined as cost modifications that exceed 25 percent of the approved budget.*

Change in Scope

A change in scope occurs when the recipient proposes to change (or changes) the objectives, aims, or purposes identified in the approved application.

Indicators of a change in scope or that are likely to be considered a change in scope include, but are not limited to, the following:

- Significant re-budgeting, whether or not the particular expenditures require prior approval; and/or
- Purchase of a unit of general-purpose or special-purpose equipment exceeding $5,000.

The recipient must make the initial determination of whether a proposed change would be considered a change in scope and should consult with the GMS and GPO, as necessary.

Change in Key Personnel and Level of Effort

Any nomination, replacement of, increase or reduction in level of effort of the DFC Program Director (PD) or Project Coordinator (PC) of the recipient requires the written prior approval of the GMS and GPO.

NOTE: If the level of effort increases or decreases and this changes the budget by more than 25 percent of the direct costs, you must submit a budget revision.

Carryover Funds

SAMHSA authorizes funding on a budget period basis.

A carryover occurs when unspent funds (unobligated balance) are transferred from one budget period to a separately funded budget period.

Only one carryover request is allowed per year.

The DFC Program, unless designated as a High-Risk Recipient, may carry over previous unobligated balance(s) of funds up to 10 percent of the total Federal share into the current budget period (the year in which the funds will be needed), without prior approval from the GMO.

For carryover balances above the 10 percent threshold, recipients must submit a formal carryover request that requires prior approval from the GMO. See Carryover Request Expanded Authority on page 55 for detailed information.

Carryover of unobligated funds is used to support one-time activities that align with existing goals and objectives. Carryover requests must supplement the new budget year, not supplant the approved budget for that year.

- Supplant: to reduce organizational funds for an activity specifically because Federal funds are available (or expected to be available) to fund that same activity.

Change in Grantee Organization Requests (Transfer, Merger, and Successor-in-Interest)

This request will only be considered for a merger, legislative decision, and dissolution of an organization.

The submission of a change in grantee organization request is not an automatic guarantee, and is reviewed and approved on a case-by-case basis for the reasons identified above. The submission of such a request is not taken lightly, and must be supported by a strong and clear justification. The partnership between the grantee organization and coalition is expected to be a long-term relationship/commitment.

Before or during the transfer process, the awarding agency (SAMHSA) cannot assure that the proposed grantee organization is guaranteed to be funded (i.e., if they are identified as a high-risk organization, or fail to meet the eligibility requirements identified in the RFA). Once a relinquishment letter is submitted, the grant goes back to the Federal Government and is no longer the grantee organizations or coalitions until an official decision is made by the awarding agency (SAMHSA) on such a request. A relinquishment letter/statement cannot be retracted once it has been submitted to the awarding agency (SAMHSA).

After receipt of all required documentation, this process takes 120 days to complete. Therefore, the grantee organization cannot draw down any funds for 120 days from the time the complete request is submitted. The coalition must sustain on its own during this 120-day process.

No-Cost (Time) Extension

This request only applies to recipients in their last year of funding or project period.

A no-cost time extension may be requested if the recipient requires additional time beyond the established project end date to fully complete its program plans and objectives proposed in the original application.

Recipients may request a one-time extension of up to 12 months to ensure adequate completion of the originally approved project or program, or to permit an orderly phase-out of a project or program that will not receive continued support.

SAMHSA will not approve any extension request if the primary purpose of the proposed extension is to permit the use of unobligated balances of funds.

Recipients must submit a written request for an extension to SAMHSA no later than 60 days prior to the expiration date of the project period (July 28).

The request cannot be used to hire new staff, buy equipment/supplies, attend conferences/meetings, or begin new activities or programs.

Required (Supporting) Documentation for Prior Approval Submissions

Budget Revisions/Change in Scope	Change in Key Personnel and Level of Effort
• Request Correspondence: Indicate in the correspondence the bona fide need of the revision; provide a detailed description of the changes within the budget and what budget categories will be affected. • SF 424A: Budget Information Form, accessible via **http://www.samhsa.gov/grants/continuation-grants**. • Budget Narrative Justification: Provide a breakdown of all costs. • Please note that the budget must not exceed the amount of the unobligated balance. All budgets should be in dollar amounts only. Do not include cents. • If requesting a change in indirect cost, provide Current Indirect Cost Rate Agreement Documentation.	• Request Correspondence: The correspondence should give a rationale and justification for the change in personnel at your organization, level of effort and the impact it will have on the budget. Also describe if any proposed duties or responsibilities have changed and why. • Curriculum vitae or résumé of new key personnel • Position Description • HHS Checklist (for changes in Program Director) accessible via **http://www.samhsa.gov/grants/continuation-grants**. • Note: If a budget revision is required, refer to the Budget Revision instructions.
Notify SAMHSA as soon as such information is known.	**Notify SAMHSA as soon as such information is known, but no later than 30 days before the expected date of departure.**

No-Cost (Time) Extension
• Request Correspondence: The correspondence must explain why you did not accomplish your program goals, the duration of the requested extension, the amount of the unobligated balance (if applicable) to be used, and what you intend to accomplish in the requested amount of time. • SF 424A: Budget Information Form, accessible via **http://www.samhsa.gov/grants/continuation-grants**. • Budget Narrative Justification: Provide a breakdown of all costs. Please note that the budget must not exceed the amount of the unobligated balance. All budgets should be in dollar amounts only. Do not include cents. • Coalition meeting minutes discussing extension of time and use of funds.
No later than 60 days prior to the expiration date of the project period.

Carryover Request Expanded Authority	Formal Carryover Request
• Recipients will be required to report the amount of Unobligated Balance (UOB) of funds to be carried over in the Remarks section of the annual Federal Financial Report (FFR) (SF 425). • Recipients using the 10% Expanded Carryover Authority may not expend a UOB prior to reporting and submitting an intention to carry over a UOB on the annual FFR to their GMS. Example: "This is our intent to utilize the 10% Carryover Authority in the amount of $[XXXX] from the [XX] budget period." • Recipients using the 10% Expanded Carryover Authority must report the actual carryover in the Remarks section in the following year's annual FFR. • If the recipient exceeds the threshold, the Division of Grants Management (DGM) will request funds to be returned for noncompliance. • Only one form of carryover can be submitted per budget period.	• Request Correspondence: The correspondence should give a rationale and justification for use of the UOB. If the UOB is significant (25 percent of the current budget period's total costs), provide an explanation as to why the available funds were not used. • Detailed budget narrative outlining intended costs. • SF 424A: Budget Information Form, accessible via **http://www.samhsa.gov/grants/continuation-grants.** • Coalition meeting minutes approving amount and intended use of carryover funds. • Annual FFR (SF 425) which reflects unobligated balance in box 10h. • Justification and Remarks section of the annual FFR (box 12) must state the amount of the UOB being requested. • Only one form of carryover can be submitted per budget period.
No later than the annual FFR due date (refer to your NoA).	

Continuation Application Process

The DGM will send important information and instructions in December to the business official identified in your DFC application for your coalition to submit the appropriate materials for the continuation of your grant. This non-competing continuation application is required annually for the purpose of documenting your program progress and release of additional funds. Continued receipt of project funding is dependent on continued compliance with the DFC statutory eligibility requirements, adequate program performance, and fulfilling all reporting requirements and deadlines. Contact your GPO and GMS for further information regarding the continuation process. To apply for continuation funding, recipients must submit either:

(1) A signed and dated attestation from the authorized representative on the organization's letterhead stating that the budget amounts for the new budget period will not change more than 25 percent from the current budget period.*

***Recipients classified as high risk are not eligible to submit an attestation letter in lieu of a detailed budget.**

OR

(2) A new detailed budget and narrative justification for the new budget period**:

If a new detailed budget and narrative justification is being submitted, other federal and non-federal funds being utilized to support the grant project should be identified by funding source and amount.

Grant Closeout

In this section, you will find information on the Grant Closeout Process, the final steps you will take when you are completing your grant period with SAMHSA.

Grant Closeout

Recipients are responsible for submitting mandatory reports when the grant is in the final budget period of the project. Closeout of the grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability.

SAMHSA has the right as the awarding agency to disallow and/or recover funds based on a subsequent audit or other review. It is the obligation of the recipient to return any funds due as a result of refunds, corrections, or other transactions.

Grant closeout documents for the Drug-Free Communities (DFC) and DFC Mentoring (DFC-M) Programs consist of the following reports:

1. Final Progress Report
2. Coalition Classification Tool (CCT)

The following signed original reports are due to SAMHSA Division of Grants Management (DGM):

3. Federal Financial Report (FFR), Standard Form 425 (SF-425): Disbursements reported on the final FFR must agree with the top portion of the FFR line 10 (a-c) as filed with the Division of Payment Management (DPM).
    - NOTE: SINGLE GRANT REPORTING IS REQUIRED FOR EACH SAMHSA PROJECT AS STATED ON THE FFR FOR LINE 10 (d-o).
    - Include the required match on the FFR under Recipient Share line 10 (i-k). Adjustments to the award amount, if necessary, will be made if the recipient fails to meet the required match.
    - The FFR must be prepared on a cumulative basis and all program income must be reported on line 10 (l-o).
    - THERE MAY BE NO UNLIQUIDATED OBLIGATIONS REPORTED ON THE FINAL FFR.
    - The FFR, including instructions, may be accessed from the following website: **http://www.whitehouse.gov/omb/grants_forms.**
    - The data can be entered directly on the form and the system will calculate the figures.
    - After the FFR is completed, print, sign, and mail the FFR to SAMHSA.
4. Report of Equipment and Supplies: If your organization has tangible personal property (equipment and/or supplies in excess of $5,000) you must complete the Tangible Personal Property Report:
    - Tangible Personal Property Report, Standard Form–428;
    - Final Report, Standard Form–428-B;
    - Disposition Request Report, Standard Form–428-C; and
    - Supplemental Sheet Standard Form–428-S.
5. Report of Expenditures: grant award recipients must ensure expenditures reported to the Division of Payment Management in quarterly Federal Cash Transaction Reports reflect the actual total expenditures incurred under the grant for the entire period of performance. This amount should reconcile to the total cumulative expenditures under the grant reported in the Final FFR.
    - The FFR, including general instructions, may be found at **http://www.whitehouse.gov/omb/grants_forms**.

SAMHSA will provide written approval/disapproval of your request for disposition of property/supplies in excess of $5,000 in total value. All forms should be mailed to the address below.

Please forward the reports as requested above to the SAMHSA DGM: grant.closeout@samhsa.hhs.gov

Please be aware that the closeout of the referenced grant does not affect:

- The right of the HHS awarding agency to disallow and/or recover funds on the basis of a subsequent audit or other review;
- Obligation of the recipient to return any funds due as a result of refunds, corrections, or other transactions;
- Audit requirements specified in 45 CFR 75 Sub Part F;
- Property management requirements specified in 2 CFR 200.311/45 CFR 75.318; and
- Records retention requirements specified in 2 CFR 200.333/45 CFR 75.361.

NOTE: If your organization does not have tangible personal property (equipment and/or supplies) in excess of $5,000, complete only Tangible Personal Property Report, Standard Form–428. Under question 8, include a statement indicating that you do not have any tangible personal property in excess of $5,000 to report.

Assistance and Resources

In this section, you will find information about technical and non-technical resources available to you as a DFC and DFC-M grant award recipient. These include online institutes, traditional classroom trainings and academies, technical assistance resources, materials, and strategy guides, which will maximize your efforts within the Drug-Free Communities Program.

CSAP Government Project Officer DFC Program Site Visit

The SAMHSA/CSAP Government Project Officers (GPOs) routinely conduct planned site visits to DFC grant award recipients. Objectives for these visits include:

- Review the purpose of the DFC Program with the recipient and members of the coalition;
- Learn about the recipient community and its needs;
- Learn about the DFC coalition and its efforts;
- Explore ways CSAP can support the coalition in achieving its objectives;
- Identify innovative coalition strategies, policies, and practices that might inform the DFC Program and in some cases be shared nationwide;
- Verify compliance with the DFC Program requirements and make related recommendations; and
- Identify areas of needed training and technical assistance (TA).

During each site visit, GPOs meet with key personnel and coalition members to discuss topics such as coalition development, community assessment, capacity building, strategic planning, implementation, evaluation, cultural competence, and sustainability. During these visits, the recipient must have several documents available, including:

- Agency/Coalition organizational chart(s);
- Coalition membership list (noting sectors);
- Minutes from the two most recent coalition meetings;
- Logic model;
- Current 12-Month Action Plan;
- Budget;
- Strategic Plan for Sustainability; and
- Two to three selected sample materials (e.g., brochures, flyers).

After each visit, the GPO will follow up with any TA, information requests, or grants management needs as appropriate. In addition, the recipient will receive a report that summarizes the visit findings, recommendations, and any required follow-up actions within 30 days of the site visit.

The DFC GPO for each recipient is identified within the Notice of Award (NoA) and on the ONDCP website at **https://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program/contacts**.

Community Anti-Drug Coalitions of America

When it comes to preventing drug and alcohol use, there is no one-size-fits-all approach. It takes solutions that are based on a community's unique problems and circumstances. Community Anti-Drug Coalitions of America (CADCA) trains grassroots anti-drug coalitions in effective community problem-solving strategies, teaches them how to assess their local substance use-related problems, and to develop comprehensive plans.

CADCA currently administers the National Coalition Institute (NCI) with a SAMHSA grant through the Drug-Free Communities Support Act. As a vehicle for coalition training, Technical Assistance (TA), evaluation, research and capacity building, the NCI helps America's community coalitions work more effectively.

The NCI offers various training opportunities for DFC recipients throughout the year including webinars available online, the National Coalition Academy (NCA), State and Regional Trainings, and two SAMHSA/CADCA hosted events: the National Leadership Forum and the Mid-Year Training Institute.

To request individualized coalition-specific technical assistance from the National Coalition Institute, call 1–800–542–2322, ext. 240. Request for TA can also be submitted online at **http://www.cadca.org/technical-assistance**. For more information on the National Coalition Institute, please visit **http://www.cadca.org/institute**.

National Coalition Academy

New DFC recipients are required to attend and successfully complete the NCA cycle during their first year of funding in the DFC Program. DFC recipients receiving Year 6 funding are encouraged, but not required, to attend the NCA, especially if the recipient has experienced staff or other leadership changes in recent years. The NCA will teach leaders "what they need to know" (the core competencies) and "what their team needs to do" (the essential processes) to establish or maintain a highly effective community-wide coalition. The NCI has spaces available for all Year 1 recipients to attend a NCA in several locations across the country.

Mentee coalitions that are being mentored for the full two-year term are required to enroll in the NCA at some point during their Mentoring grant. Each Mentee coalition must send two people to the NCA. Mentee coalitions only mentored for a 1-year term are strongly encouraged to attend NCA, but it is not required.

The NCA is a year-long intensive training experience that includes classroom, distance learning, and Web-based instruction. The classroom instruction occurs in three 1-week increments during the first six months of the experience. After each week of classroom training, a Web-based reinforcement session will occur. Between each training week and during the six months after the final classroom training week, Web-based and phone support will be provided by the instructor team to assist coalitions with completing the five products introduced during the training.

There are no fees for tuition, registration, and instructional materials. Participating recipients are required to pay for all travel, transportation, lodging, and meal expenses. It is mandatory that two people from each recipient coalition attend the NCA.

To learn more about the expenses associated with attending the NCA, contact Winta Tedros, CADCA's Training and Technical Assistance Associate, at 800–54–CADCA (22322) extension 254 or **wtedros@cadca.org**. New DFC recipients may submit budget revisions to your GMS in order to accommodate the NCA training. Winta Tedros serves as the primary point of contact to register for the NCA. To register, please visit **http://www.cadca.org/nca**. The following is a schedule of NCA locations for 2016–2017.

CADCA National Coalition Academy 2016–2017		
Tampa, FL-A Double Tree Suites by Hilton Tampa Bay 3050 N. Rocky Point Drive West Tampa, FL 33607	Tampa Bay, FL	Classroom Training Week 1: February 27–March 2, 2017 Week 2: May 1–4, 2017 Week 3: August 7–10, 2017
Gulport, MS Hilton Garden Inn Gulport 14108 Airport Road Gulport, MS 39503	Gulfport, MS	Classroom training: Week 1: March 6–9, 2017 Week 2: May 8–11, 2017 Week 3: August 14–17, 2017
Tampa, FL-B Double Tree Suites by Hilton Tampa Bay 3050 N. Rocky Point Drive West Tampa, FL 33607	Tampa Bay, FL	Classroom training: Week 1: March 13–16, 2017 Week 2: May 22–25, 2017 Week 3: August 21–24, 2017
Birmingham, AL Hilton Birmingham Perimeter Park 8 Perimeter Park South Birmingham, AL 35243	Birmingham, AL	Classroom training: Week 1: March 20–23, 2017 Week 2: June 5–8, 2017 Week 3: August 28–31, 2017
San Antonio, TX DoubleTree by Hilton San Antonio Downtown 502 West Cesar E. Chavez Blvd. San Antonio, TX 78207	San Antonio, TX	Classroom training: Week 1: March 27–30, 2017 Week 2: June 5–8, 2017 Week 3: August 28–31, 2017
Baltimore, MD Embassy Suites by Hilton Baltimore Inner Harbor 222 St. Paul Pl. Baltimore, MD 21202	Baltimore, MD	Classroom training: Week 1: April 3–6,2017 Week 2: June 19–22, 2017 Week 3: September 18–21, 2017

CADCA National Coalition Academy 2016–2017		
San Diego, CA Hilton San Diego / Del Mar 15575 Jimmy Durante Blvd, Del Mar, CA 92014	San Diego, CA	Classroom training: Week 1: April 3–6, 2017 Week 2: June 19–22, 2017 Week 3: September 18–21, 2017
Santa Fe, NM DoubleTree by Hilton Santa Fe 4048 Cerrillos Road Santa Fe, NM 87507	Santa Fe, NM	Classroom training: Week 1: April 24–27, 2017 Week 2: June 26–29, 2017 Week 3: September 25–28, 2017

DFC *Me*

DFC *Me* is the new Management and Evaluation system for DFC grant award recipients. This web-based password-secured system is designed to help recipients manage the day-to-day work of running a DFC funded community coalition with the capability of helping recipients to document the coalition's progress in each area of the Strategic Prevention Framework (SPF).

DFC *Me* is a DFC grant recipient's one-stop shop for success. Through DFC *Me*, DFC-funded community coalitions will be able to:

- Receive up-to-date communications from ONDCP on important DFC news, learning opportunities and the latest research and drug trends;
- Have access to a simplified portal to review, edit, and submit DFC Semi-Annual Progress Reports;
- Stay up-to-date on meetings, trainings and other important grant deliverables via the calendar function;
- Access the DFC Learning Center where DFC grant award recipients can submit and share success stories and best practices on the topics that matter most to coalitions; and
- Have direct access to requests for Training and Technical Assistance from our partners.

DFC recipients must complete the Semi-Annual Progress Report in the DFC *Me* system two times a year (refer to the Reporting Requirement Section). These reports are reviewed by the SAMHSA/CSAP GPO and are used to ensure recipient compliance, to monitor progress towards the program goals, and the recipients' objectives for reaching the goals. It is also the intent of the program to use the semi-annual report as a tool to gauge your coalition's progress and to identify your TA needs so that CSAP may be able to support the coalition in your community through the maximum utilization of available TA resources.

The data collected in these reports are utilized by the DFC National Cross-site Evaluation Team to evaluate the effectiveness of the DFC Program on a national scale.

The DFC *Me* system can be accessed through the following website at **https://dfcme.ondcp.eop.gov**. The DFC *Me* User Guide can be found in the Reference Guide section of this handbook.

E-mail: **DFC_Evaluators@icfi.com**

Phone: 1–877–854–0731

Hours: Monday–Friday 9 a.m. to 6 p.m. ET (except federal holidays)

When sending an e-mail to the DFC *Me* Team, please provide your name, grant award number (i.e., SP0XXX-0X), a contact phone number, and copy your GPO on the e-mail.

Reference Guide

In this section, you will find a glossary of key terms and quick links to resources.

Glossary

Authorized Official: The individual authorized with the signatory authority to act on behalf of the grant award recipient and assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the DFC Support Program grant.

Business Official: A business official is the individual responsible for the financial aspects of the grant.

Center for Substance Abuse Prevention (CSAP): A Center within SAMHSA that seeks to prevent and reduce the use of illegal drugs, alcohol, prescription drugs, and tobacco.

Coalition Classification Tool (CCT): This survey tool measures your coalition's level of development so that ONDCP and SAMHSA can provide appropriate and targeted assistance. It also helps the national DFC evaluator understand the developmental process of DFC recipients. This Web-based survey is administered annually.

Coalition Involvement Agreement (CIA)/Memorandum of Understanding (MOU): A formal agreement between two or more entities that defines and specifies (1) the responsibilities of each entity in implementing a project or (2) the tangible assets that each will provide.

Community Anti-Drug Coalitions of America (CADCA): The nation's leading drug use prevention organization, representing the interests of more than 5,000 community anti-drug coalitions in the country.

Cost Sharing or Matching: Cost sharing refers to the value of allowable non-Federal contributions toward the allowable costs of a Federal grant project or program. Such contributions may be cash or in-kind contributions. (See also "In-Kind Contribution" and "Non-Federal Match".)

Cultural Competence: A critical component of all SAMHSA grant programs. The information on the following website can help ensure appropriate attention to cultural competence in planning programs:
http://captus.samhsa.gov/prevention-practice/strategic-prevention-framework/cultural-competence.

Department of Health and Human Services (HHS): The Federal department that houses SAMHSA. HHS is the Government's principal agency for protecting the health and safety of all Americans and providing essential human services, especially for those least able to help themselves.

Direct vs. Indirect Costs: Direct costs are those incurred in implementing the grant project. Because these can include both service delivery and program management components, they will include some administrative costs, such as salaries and benefits of program staff and managers, equipment, and training. Indirect costs are often called "overhead" and refer to administrative costs that cannot be assigned to specific projects, such as electricity and central administrative services.

Division of Grants Management (DGM): The division in SAMHSA that is responsible for all business management matters associated with the review, negotiation, award, and administration of grants, and interprets and enforces grants administration policies and provisions.

Division of Payment Management (DPM): The division in HHS which is responsible for managing cash-flow advances to recipients via a centralized grants payment management system.

Evidence-Based Practice: Programs that have undergone scientific evaluation and have proven to be effective.

Federal Financial Report (FFR): Federal Financial Report required of recipients annually by SAMHSA and quarterly by the Division of Payment Management.

Government Project Officer (GPO): Responsible for overseeing programmatic issues related to implementing SAMHSA grants.

Grant: The funding mechanism the Federal Government uses when the principal purpose of a transaction is to transfer money, property, services, or anything of value to accomplish a public purpose of support or stimulation authorized by Federal statute. The primary beneficiary under a grant or cooperative agreement is the public, not the Government.

Grants Management Officer/Grants Management Specialist (GMO/GMS): Responsible for all business and financial management matters associated with the review, negotiation, award, and administration of SAMHSA grants. The GMO grants required prior approvals; the GMS works under the guidance of the GMO.

Indirect Cost Rate: Non-research indirect cost rates refer to other sponsored activities funded by Federal agencies that involve performance of work other than research. Most colleges or universities that have received Federal grants will have negotiated indirect cost rates or facilities and administrative (F&A) costs with a Federal agency. Typically, an institution's business or grants office maintains records of negotiated non-research indirect cost rates; a copy should be submitted within the application. Alternative scenarios:

- If an institution does not have a non-research indirect cost rate, it can contact the HHS Division of Cost Allocation (**https://rates.psc.gov**) to begin negotiating a rate. In that case, the application must indicate it is in the negotiations process.
- An applicant without a Federally approved indirect cost rate agreement may elect to use a 10 percent de minimis rate, based on modified total direct costs.
- An institution is not required to negotiate an indirect cost rate; it has the option of waiving indirect costs. In that case, the application must indicate that the institution is waiving indirect costs.

In-Kind Contribution: In-kind contributions toward a grant project are non-cash contributions (e.g., facilities, space, services) that are derived from non-Federal sources, such as state or sub-state non-Federal revenues, foundation grants, or contributions from other non-Federal public or private entities. An example of an in-kind contribution would be a university's cost for printing a suicide prevention brochure.

Non-Federal Match: For the purposes of the DFC Program, cash and in-kind contributions that meet all of the following criteria are acceptable as non-Federal cost share/match:

- Verifiable from the recipient's records;
- Not included as contributions for any other Federally assisted project or program;
- Necessary and reasonable for proper and efficient accomplishment of project or program objectives;
- Allowable under the applicable cost principles;
- Not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching; and
- Provided in the approved budget when required by Federal awarding agency.

Notice of Award (NoA): Official notification that an applicant has been awarded a Federal grant.

Office of Financial Advisory Services (OFAS): (1) Analyzes financial and cost information for the SAMHSA; (2) evaluates and improves financial management systems, controls, and operations to eliminate waste, fraud, abuse, and to improve management of assets; and (3) conducts audits and on-site reviews of organizations who receive federal funds from SAMHSA to ensure compliance with Federal fiscal and management policies and reduce the risk of waste, fraud, and abuse.

Office of Management and Budget (OMB): An Executive Branch agency with a mission of assisting the President in overseeing the preparation of the Federal budget and supervising its administration in Executive Branch agencies. SAMHSA recipients may hear about "OMB clearance," the process that a Federal agency must follow when it collects data to ensure compliance with the Paperwork Reduction Act of 1995. The goal of this process is to minimize the burden on respondents, avoid duplication, minimize the cost to the Federal Government, and maximize the usefulness of the information collected.

Office of National Drug Control Policy (ONDCP): ONDCP seeks to foster healthy individuals and safe communities by effectively leading the nation's efforts to reduce drug use and its consequences.

Program Director: Key personnel responsible for daily oversight of the DFC Support grant, including fiscal and personnel management, community relations, implementation, and evaluation.

Project Coordinator: Key personnel responsible for coordination of coalition services and DFC project activities, including training, coalition communication, data collection, and information dissemination.

Grant Award Recipient: Formerly referred to as the Grantee.

Substance Abuse and Mental Health Services Administration (SAMHSA): SAMHSA is a public health agency within the Department of Health and Human Services. Its mission is to reduce the impact of substance use and mental illness on America's communities.

Supplant: To replace funding of a recipient's existing program with funds from a Federal grant.

Sustainability: Ability to continue a program or practice after SAMHSA funding ends.

Target Population: The specific population a particular DFC Program is designed to serve or reach.

Technical Assistance (TA): Expert consultation regarding resources and strategies to enhance the effectiveness of prevention activities.

Quick Links

As a new DFC Program or DFC-M Program recipient there are a wealth of governmental and program support websites that can be of help to you. The links to these agencies and program support websites are listed below.

Topic/Agency/Organization	Link
Accessing Grant Funds	**http://www.dpm.psc.gov/**
Annual FFR (SF 425)	**https://www.whitehouse.gov/omb/grants_forms**
Audit Requirements for Federal Award Recipients	**http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#sp45.1.75.f**
Capacity Building	**http://www.samhsa.gov/capt/applying-strategic-prevention-framework/step2-build-capacity**
Center for the Application of Prevention Technologies (CAPTS)	**http://www.samhsa.gov/cap/capt/**
Centers for Disease Control and Prevention (CDC)	**http://www.cdc.gov/**
Community Anti-Drug Coalitions of America (CADCA)	**http://cadca.org/**
Community Assessment	**http://www.samhsa.gov/capt/applying-strategic-prevention-framework/step1-assess-needs**
Cultural Competence	**http://www.samhsa.gov/capt/applying-strategic-prevention/cultural-competence**
DFC *Me* (Management and Evaluation)System	**https://dfcme.ondcp.eop.gov/**
Evaluation	**http://www.samhsa.gov/capt/applying-strategic-prevention-framework/step5-evaluation**
Grants and General Financial Information	**http://www.samhsa.gov/grants/grants-management**
HHS Grants Policy Statement	**http://www.samhsa.gov/grants/grants-management/policies-regulations/hhs-grants-policy-statement**
High Intensity Drug Trafficking Areas (HIDTA)	**https://www.whitehouse.gov/ondcp/high-intensity-drug- trafficking-areas-program**
Implementation	**http://www.samhsa.gov/capt/applying-strategic-prevention-framework/step4-implement**
National Institute on Alcohol Abuse and Alcoholism (NIAAA)	**http://www.niaaa.nih.gov/**

Topic/Agency/Organization	Link
National Institute on Drug Abuse (NIDA)	https://www.drugabuse.gov/
Non-Research Indirect Cost Rate	https://rates.psc.gov/
Planning	http://www.samhsa.gov/capt/applying-strategic-prevention- framework/step3-plan
Post-Award Changes	http://www.samhsa.gov/grants/grants-management/post-award-changes http://www.hhs.gov/ohrp/policy
Strategic Prevention Framework	http://www.samhsa.gov/spf
Sustainability	http://www.samhsa.gov/capt/applying-strategic-prevention- framework/sustainability
Technical Assistance	http://cadca.org/technical-assistance

The Federal Financial Report (FFR)

DFC Support Programs Edition

Standard Form (SF) 425

Due Date for FFR (SF 425)

No later than December 30st

Refer to your Notice of Award

DFC grant award recipients are required to submit the Federal Financial Report within 90 days after the end of each budget period.

The FFR is required for each 12-month period, regardless of the overall length of the approved extension period authorized by SAMHSA. In addition, a final FFR is due within 90 days after the end of the extension.

Check your Notice of Award for the exact due date.

Downloading the SF 425

Download a PDF version of the Federal Financial Report at **http://www.whitehouse.gov/omb/grants_forms**

In order to take advantage of some of the form's features, including auto-calculations, be sure you have the latest version of Adobe Reader for free at **http://www.samhsa.gov/viewers-plugins**

Division of Grants Management

Q. How do I complete the SF 425?

A. Standard Form (SF) 425, also called the Federal Financial Report (FFR), is the financial reporting form that replaces, and consolidates the Financial Status Report (SF 269) and the Federal Cash Transaction Report (SF 272).

SAMHSA no longer uses the SF 269; DFC grant award recipients are now required to use the SF 425 (FFR) to report annual expenditures and match. An FFR must be prepared for each DFC grant on a cumulative basis.

Filling out the SF 425

Download a PDF version of the SF 425. Start by filling out the top portion. It asks for basic information about your organization, grant and the period covered in the report.

Top Portion of the SF 425

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 1 pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual
8. Project/Grant Period (Month, Day, Year) From:	To:	9. Reporting Period End Date (Month, Day, Year)		

The numbers in the following list correspond to the numbered boxes on the SF 425.

1. ***Federal Agency and Organizational Element to Which Report is Submitted***–Enter SAMHSA
2. ***Federal Grant or Other Identifying Number Assigned by Federal Agency***–Enter the grant number, which may look something like X H79 SP0XXXXX-00, and can be found on the first page of your Notice of Award (single award reporting only).
3. ***Recipient Organization***–Enter Grant award Organization Information.
4. ***DUNS Number/EIN***–Enter Grant award Organization Information.

Additional definitions are on page 77.

5. ***Recipient Account Number***–Leave blank.
6. ***Report Type***–Check Annual or Final (refer to detailed instructions).
7. ***Basis of Accounting***–Your accountant or financial manager will know if you are reporting on cash or an accrual basis.
8. ***Project/Grant Period***–Enter the start and end dates of your award (refer to your Notice of Award).
9. ***Reporting Period End Date***–Enter 9/30 and refer to the detailed instructions.

Next, fill out the middle portion of the SF 425. It contains the main calculations as outlined below. Some figures will be calculated automatically if you are using Adobe Reader. Once you have finished, double check your figures to make sure all of the calculations are correct.

Middle Portion of the SF 425

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Box 10: Transactions

Federal Cash

a. ***Cash Receipts***–Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.

b. ***Cash Disbursements***–Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date.

c. ***Cash on Hand (Line 10a Minus Line 10b)***–Enter the amount of Line 10a Minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, SAMHSA may require an explanation.

Carryover Request Expanded Authority

DFC grant award recipients (not on high-risk status) may carry over previous unobligated balance(s) of funds up to 10 percent of the total federal share from the current budget period (the year in which the funds will be needed) without prior approval from the Grants Management Officer.

For carryover requests above the 10 percent threshold, DFC grant award recipients must submit a formal carryover request that requires prior approval from the Grants Management Officer.

Additional information and restrictions regarding this authority can be found within your SAMHSA Notice of Award.

Your intention to carry over the unobligated balance of funds up to the percentage threshold of the current Federal share must be stated in the remarks section.

Federal Expenditures and Unobligated Balance

d. ***Total Federal Funds authorized***–Enter the total award amount.This refers to the cumulative amount of Federal funds authorized on your Notice of Award for the project period up to the period covered by this FFR.

e. ***Federal share of expenditures***–Enter the amount of expenses.

f. ***Federal share of unliquidated obligations***–Enter the amount of unexpended obligated as of the reporting period (FFR) end date.

g. ***Total Federal Share***–Add line 10e to line 10f. This will equal the total Federal funds obligated as of the reporting period date.

h. ***Unobligated balance of Federal Funds***–Line 10d minus line 10g. This amount represents funds the grant award recipient institution was awarded but has not obligated (spent).

Recipient Share: **DFC GRANT AWARD RECIPIENTS MUST REPORT MATCH**

i. ***Unobligated balance of Federal Funds***–Line 10d minus line 10g. This amount represents funds the grant award recipient institution was awarded but has not obligated (spent).

j. ***Total recipient share required***–Enter the total required match, as listed in the Notice of Award.

k. ***Recipient share of expenditures***–Enter the amount of match collected through the reporting period.

l. ***Remaining recipient share to be provided***–Line 10i minus line 10j.

Program Income

If your grant has generated program income (see definition), please refer to the detailed instructions on how to complete 10l through 10o at **https://www.whitehouse.gov/sites/default/files/omb/grants/standard_ forms/SF-425_instructions.pdf**

Last, the bottom portion of the FFR contains information on indirect expenses, remarks and signatures.

Definitions

Obligation/Expenditure–The amount indebted to pay for costs incurred during the budget period.

Unobligated Balance–The difference between the total authorized grant amount and the total amount of obligations (funds spent).

Recipient Share–The portion of costs not covered by Federal funds (match). This may be in the form of cash or in-kind contributions.

Unliquidated Obligation–An obligation that has been incurred, but not yet paid.

Program Income–Gross income earned by a grant award recipient that is directly generated by the grant-supported program or activity.

Authorizing Certifying Official–Authorized Representative (person who signed the SF 424: Application for Federal Assistance) or who has delegated authority (such as Project Director).

For additional help in completing the SF 425, contact your SAMHSA Grants Management Specialist

Bottom Portion of the SF 425

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
	d. Email Address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

Box 11: Indirect Expense–Complete this information for approved indirect costs only (refer to the Award Data section on your Notice of Award.).

Box 12: Remarks–This section is used to communicate explanations or additional information required by SAMHSA including the intention to carry over an unobligated balance.

Only one (1) carryover request is allowed per year. Please be mindful of the threshold restrictions for the Carryover Request Expanded Authority.

DFC grant award recipients must submit a formal carryover request for request above the Carryover Request Expanded Authority threshold.

Calculation Considerations

The top portion of the FFR submitted to SAMHSA (#10 a-c) should equal/or agree with disbursements drawn from the Payment Management System.

Box 13: Certification/Submission

Once you have completed the FFR, double-check the inputted information to make sure all calculations are correct; and fill in lines 13a-13e.

Then electronically submit the FFR to the attention of your Grants Management Specialist at **DFCFFR@samhsa.hhs.gov**

Always make a copy for your file.

References

Federal Financial Report (SF 425)
https://www.whitehouse.gov/sites/default/files/omb/assets/grants_ forms/SF-425.pdf

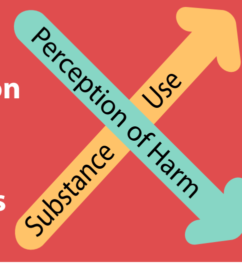
Detailed instructions to fill out Federal Financial Report (SF 425)
http://www.whitehouse.gov/sites/default/files/omb/grants/standard_ forms/SF-425_instructions.pdf

SAMHSA Grants Management Website
http://www.samhsa.gov/grants/grants-management

Every day 4,000 12- to 17-year olds use drugs for the first time

21% of high school students reported binge drinking in the past 30 days

The prevalence of youth substance use increases as their perception of harm from use decreases



Drug-Free Communities

Local Problems Require Local Solutions

- Youth
- Parents
- Business
- Media
- Schools
- Youth Serving Organizations
- Law Enforcement
- Civic/ Volunteer Organizations
- Religious/ Fraternal Organizations
- Healthcare Professionals
- State/ Local/Tribal Government
- Substance Abuse Organizations

Since its Inception DFC has Funded More Than…

2,000
Community coalitions

DFC supports
4.4 million
middle school students (age 12–14) and
6.3 million
high school students (age 15–18)

Representing
36%
of all United States youth

Coalition Strategies

- Providing Information
- Enhancing Skills
- Changing Physical Design
- Providing Support
- Enhancing Access/ Reducing Barriers
- Changing Consequences
- Modifying/ Changing Policies

DFC Works!

Youth substance use has decreased among all grant award recipients since program inception

- Alcohol
- Tobacco
- Marijuana

Sources:
SAMHSA-NSDUH 2013
Monitoring the Future 2012
2012 DFC National Evaluation Report
YRBS 2013

Appendix:
DFC *Me* Grant Award Recipient User Guide

DFC *Me* Grant Award Recipient User Guide

The Executive Office of the President (EOP), Office of National Drug Control Policy (ONDCP)

Drug-Free Communities (DFC) Support Program

Revision Date: August 3, 2016

DFC *Me* Grant Award Recipient User Guide

Table of Contents

Introduction

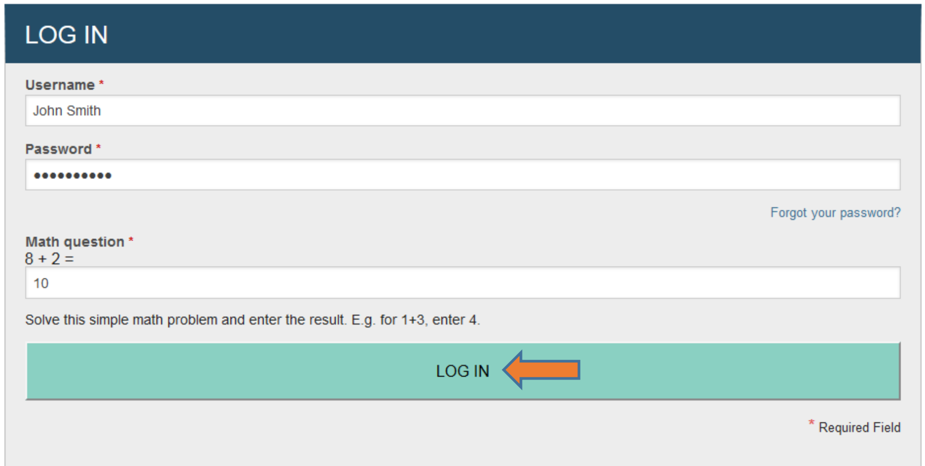
The Drug-Free Communities Management and Evaluation (DFC *Me*) system has been designed to help the Office of National Drug Control Policy (ONDCP), in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA), manage the DFC Program. The DFC *Me* system allows Grant Award Recipients (Recipients) to submit their Progress Reports, Core Measures data, and Coalition Classification Tool (CCT) to their corresponding SAMHSA Government Project Officer (GPO). Within the DFC *Me* System, the Recipients will also be able to:

- communicate directly with your SAMHSA GPO;
- add important events to your calendars;
- stay up-to-date on ONDCP news;
- share success stories about the work you do in your community; and
- so much more!

Authentication

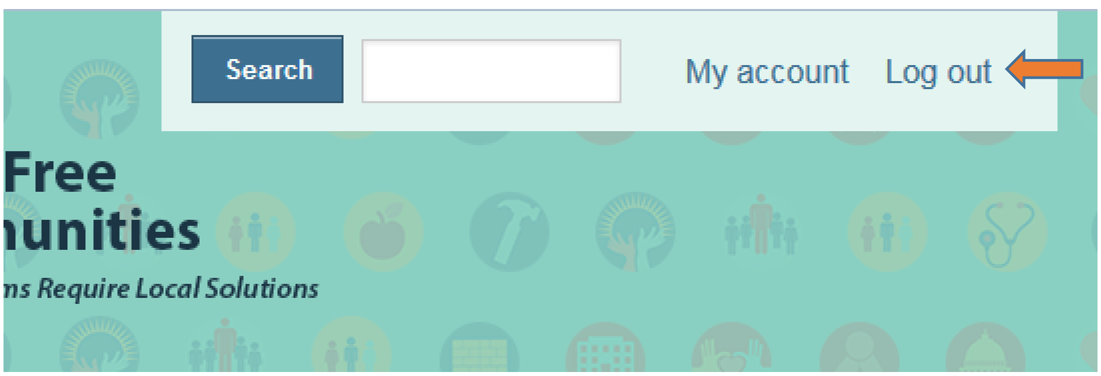
How to Login

1. Navigate to the DFC *Me* homepage (https://dfcme.ondcp.eop.gov/).
2. Enter your username. **NOTE**: Your username is your first and last name separated by a space. Your username is NOT your email address.
3. Enter your password.
4. Answer a simple math question for security purposes.
5. Click **Log in**.



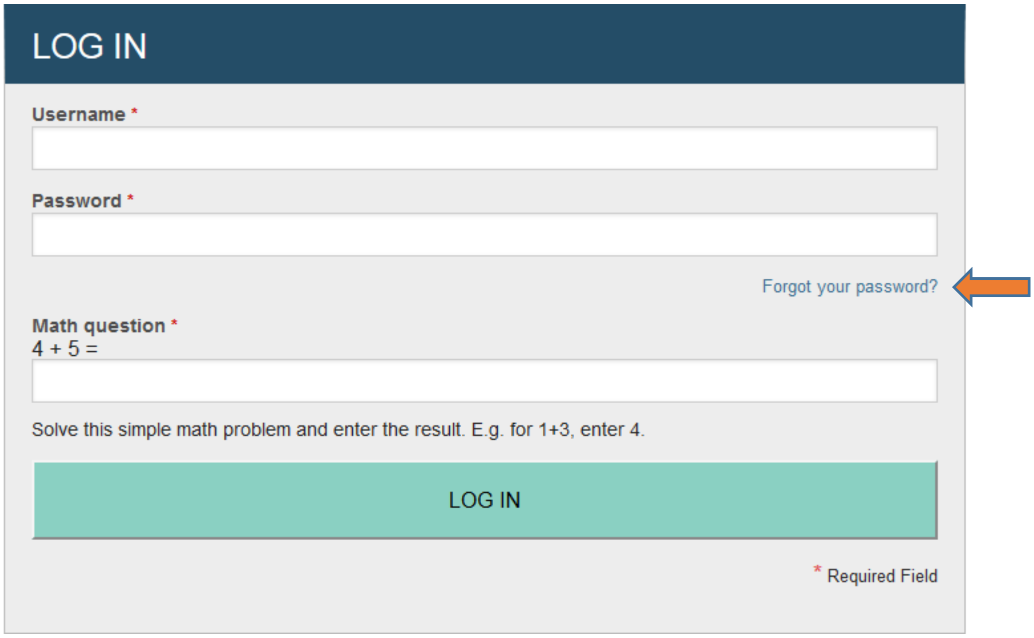
How to Logout

1. Once logged in, you can log out of the system at any time by clicking **Log out** at the top right of the page.

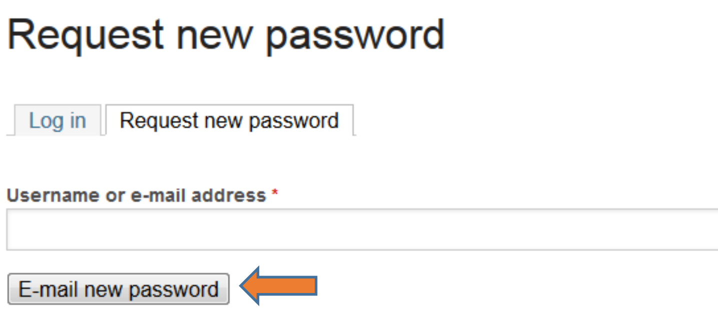


Forgot Your Password?

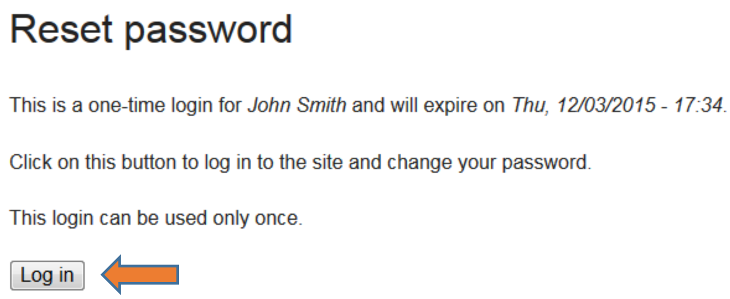
1. If you forgot your password, click **Forgot your password?** located on the Login page.



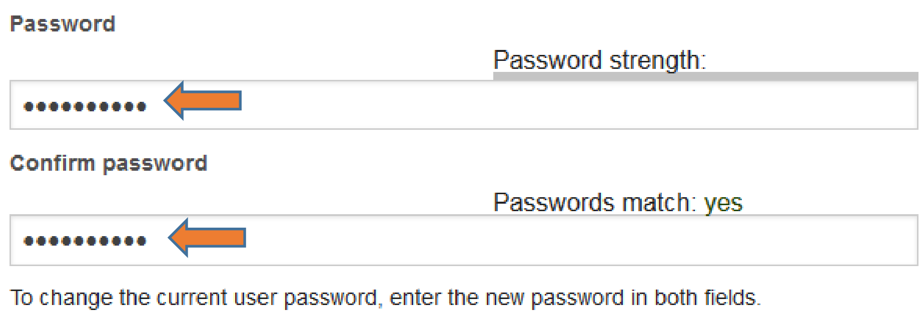
2. The system will bring you to a page titled **Request new password**.
3. Enter your username or email address and click **E-mail new password**.



4. Open your email and click the one-time link to reset your password. **NOTE**: The email link to reset your password is only active for 24 hours.
5. After clicking the link, your browser will take you to a page titled **Reset password**.
6. Click **Log in**.



7. On the resulting page, enter a new password in the boxes labeled **Password** and **Confirm Password**. Tips for a strong password: make it at least 6 characters, use uppercase and lowercase letters, use numbers, use punctuation.

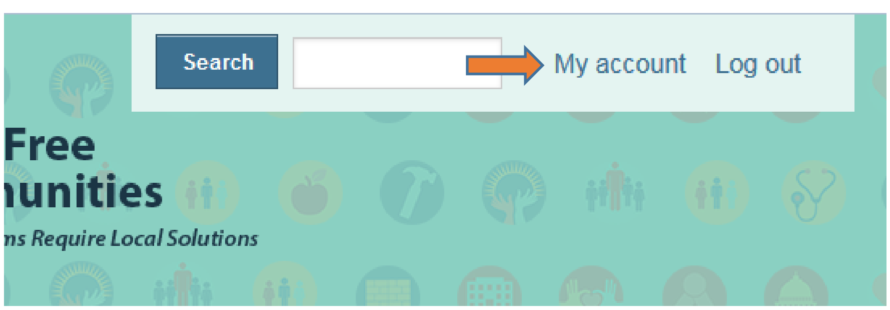


8. Then click **Save** at the bottom of the page.

My Account

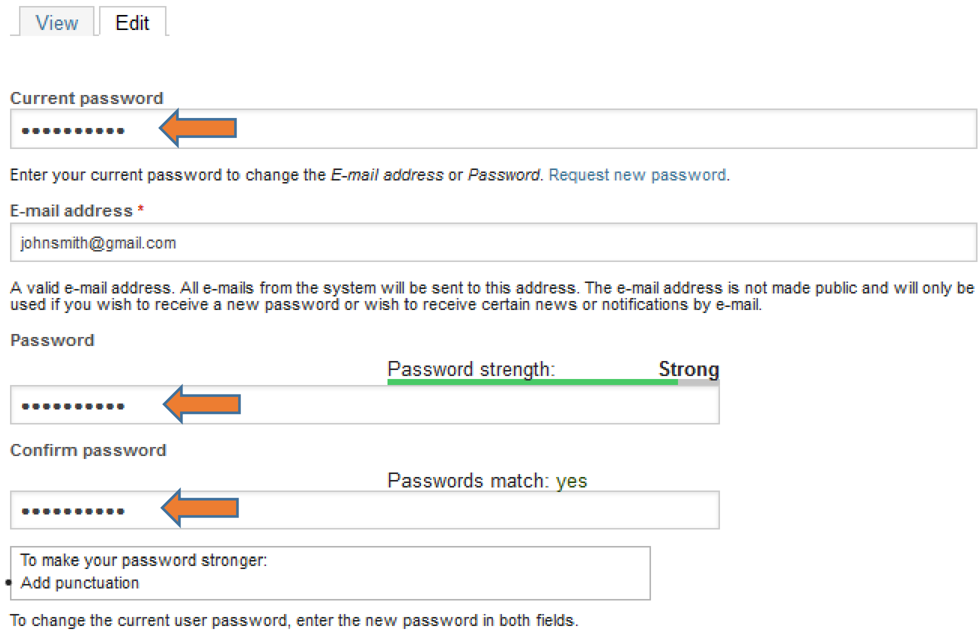
How to Change Password

1. To change your password, log in and click **My account**. (If you forgot your password, refer to the previous section.)



2. Click the **Edit** tab.
3. Next, enter your current password.

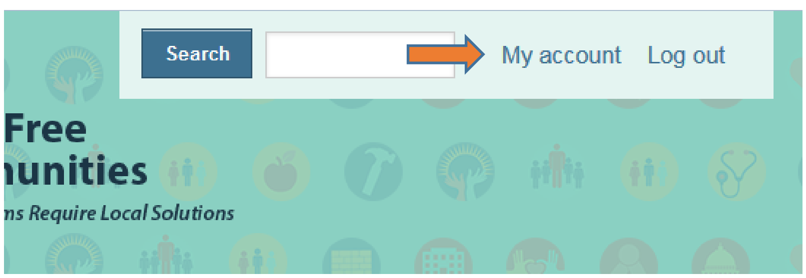
4. Your e-mail address should autofill in the **E-mail address** box.
5. Enter a new password twice in the following two text boxes.



6. Then click **Save** at the bottom of the page.

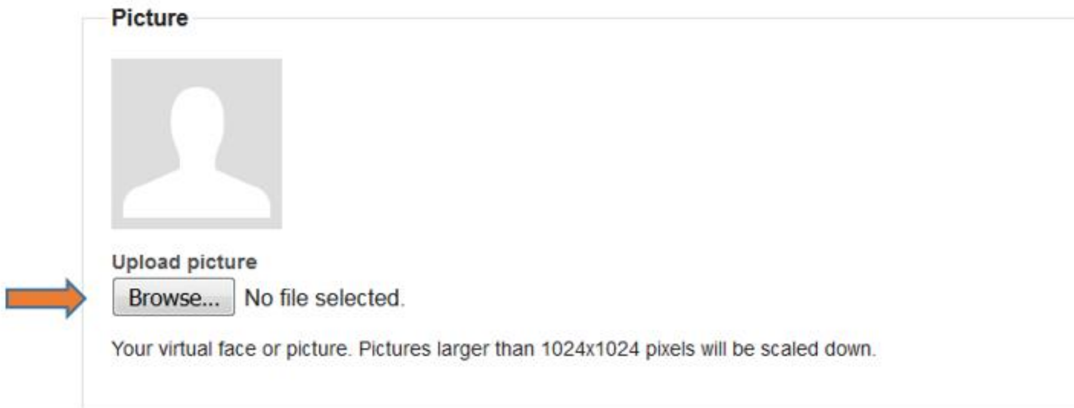
How to Upload/Delete Profile Image

1. Click **My account**.

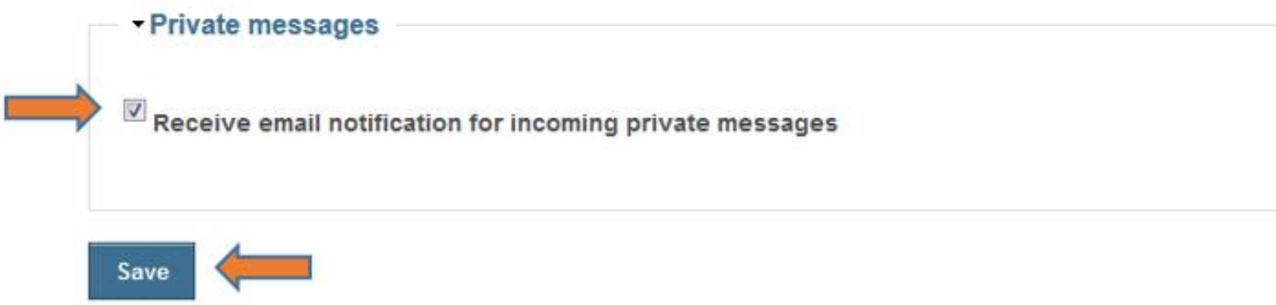


2. Click the **Edit** tab.

3. Under **Upload Picture**, click **Browse.**



4. The system will open a window where you can browse images on your computer.
5. Click your desired image file and click **Open**.
6. In the Private Messages section, leave the box checked if you want to receive an email notification whenever a coalition sends you a private message through DFC *Me*.

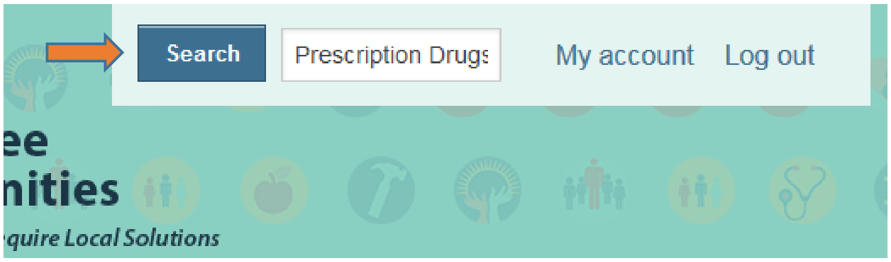


7. Click **Save** to upload the desired image to your site.

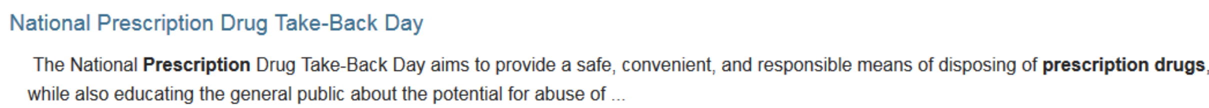
Keyword Search

How to Use Keyword Search

1. To search site contents, enter text into the search box at the top right of the page.
2. Click **Search**.



3. The system will display search results with the most relevant results displayed first.

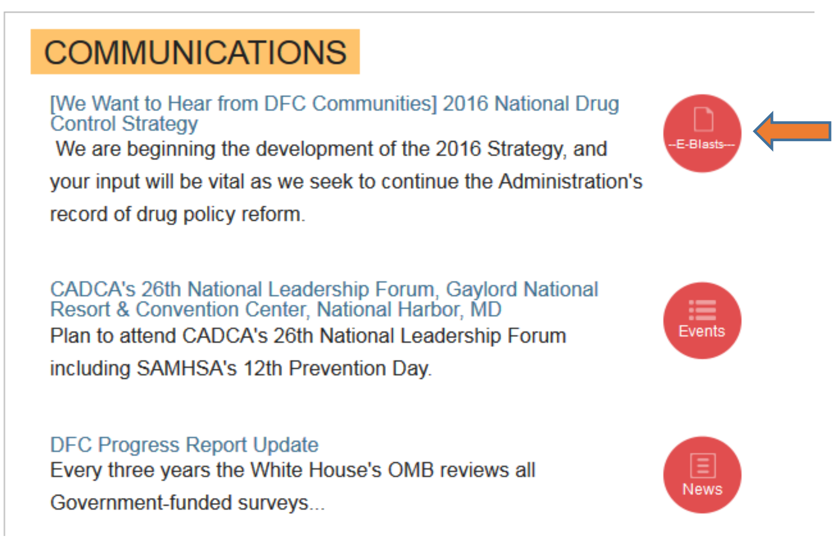


4. Click any search result to navigate to that page.

E-Blasts

How to View E-Blasts

1. In the Dashboard under the Communications section, a link to the most recent E-Blast will be displayed next to **E-Blasts** menu item.
2. In the Communications section, you can also click the circular **E-Blasts** menu item to view a page containing all E-Blasts and the date each was posted.



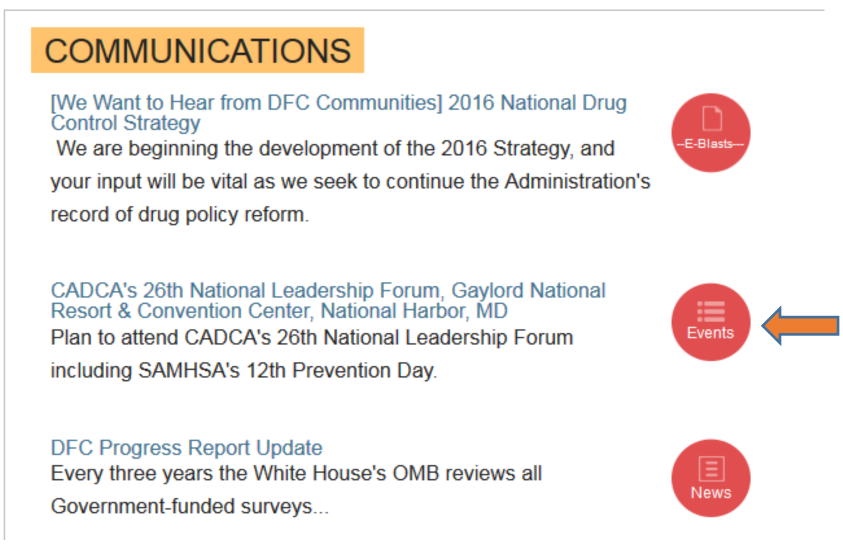
3. On the **E-Blasts** page, click the title to view a specific E-Blast.

Title	Posted
[We Want to Hear from DFC Communities] 2016 National Drug Control Strategy	12/1/15
2015 National Drug Control Strategy	11/17/15
Time Sensitive Action Item and Helpful Resources	11/3/15
Last Week of National Substance Abuse Prevention Month	10/26/15
Celebrate National Substance Abuse Prevention Month	10/15/15
Potential Government Shutdown	9/30/15
Remarks of President Obama: National Prescription Drug Take-Back Day!	9/26/15
Invitation to ONDCP Recovery Month Event - Thursday, September 17th, 7:00-8:00pm, ET	9/16/15
Drug-Free Communities (DFC) Support Program FY 2015 Grant Announcement	9/9/15
New DFC Data Demonstrates Effectiveness - Press Release	8/5/15

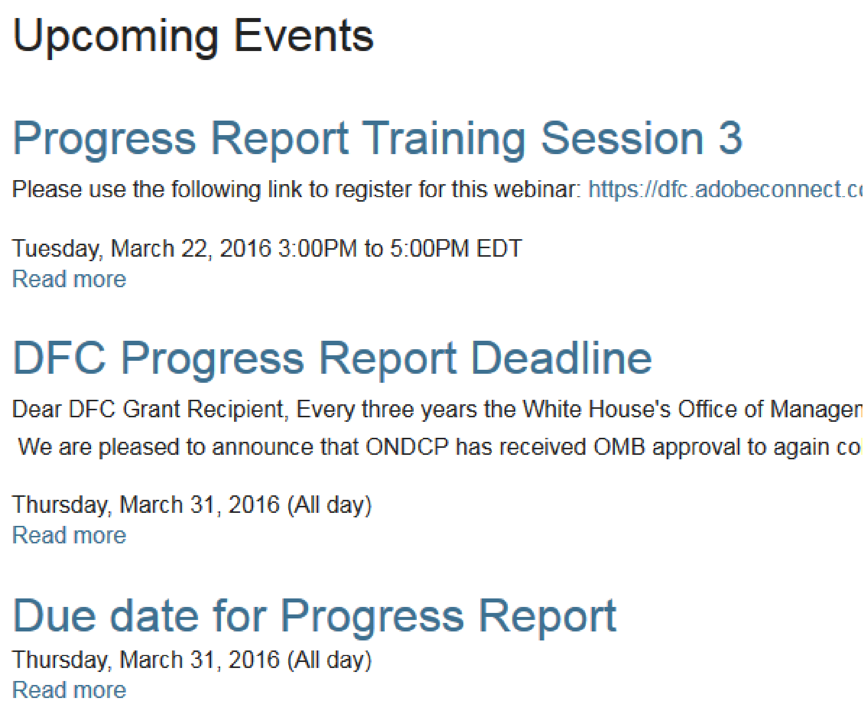
Events

How to View DFC Events

1. In the Communications section, a link to a page with the most recent DFC event will be displayed next to the **Events** menu item.
2. In the Communications section, click the circular **Events** menu item to view a page with all DFC events.



3. The system will take you to a page titled **Upcoming Events** with information and dates for all DFC Events.
4. On the **Upcoming Events** page, click the title of an event to view a specific event.



Upcoming Events

Progress Report Training Session 3

Please use the following link to register for this webinar: https://dfc.adobeconnect.c

Tuesday, March 22, 2016 3:00PM to 5:00PM EDT
Read more

DFC Progress Report Deadline

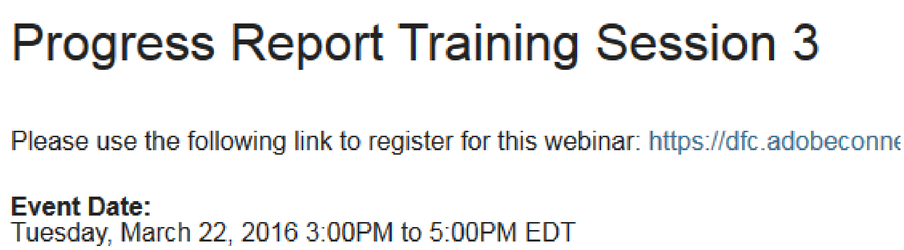
Dear DFC Grant Recipient, Every three years the White House's Office of Managen
We are pleased to announce that ONDCP has received OMB approval to again co

Thursday, March 31, 2016 (All day)
Read more

Due date for Progress Report

Thursday, March 31, 2016 (All day)
Read more

5. The system will navigate to a page containing the title, date, and description of the event.

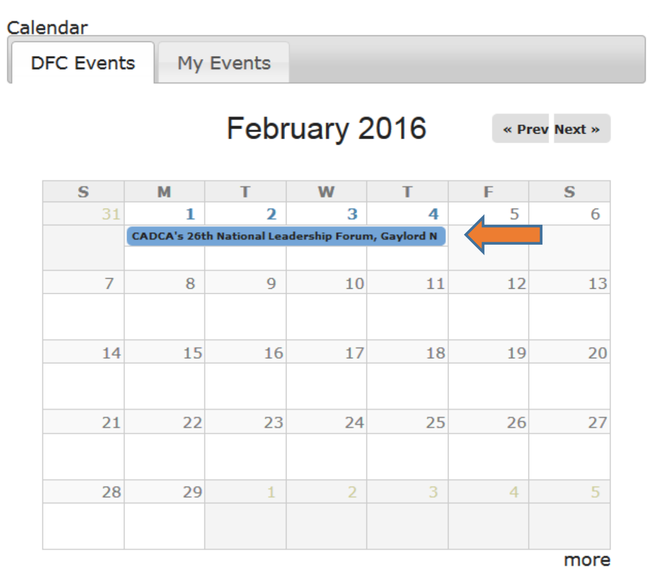


Progress Report Training Session 3

Please use the following link to register for this webinar: https://dfc.adobeconne

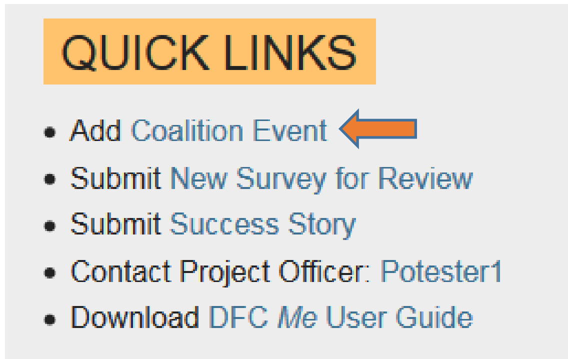
Event Date:
Tuesday, March 22, 2016 3:00PM to 5:00PM EDT

6. You can also view an event directly from the calendar on the Dashboard page by clicking on a calendar item.



How to Add Events to Your My Events Calendar

1. To add an event to the My Events calendar, click **Add Event**, located in the Dashboard under the Quick Links section. **NOTE**: Only members of your coalition will see events on the My Events Calendar.

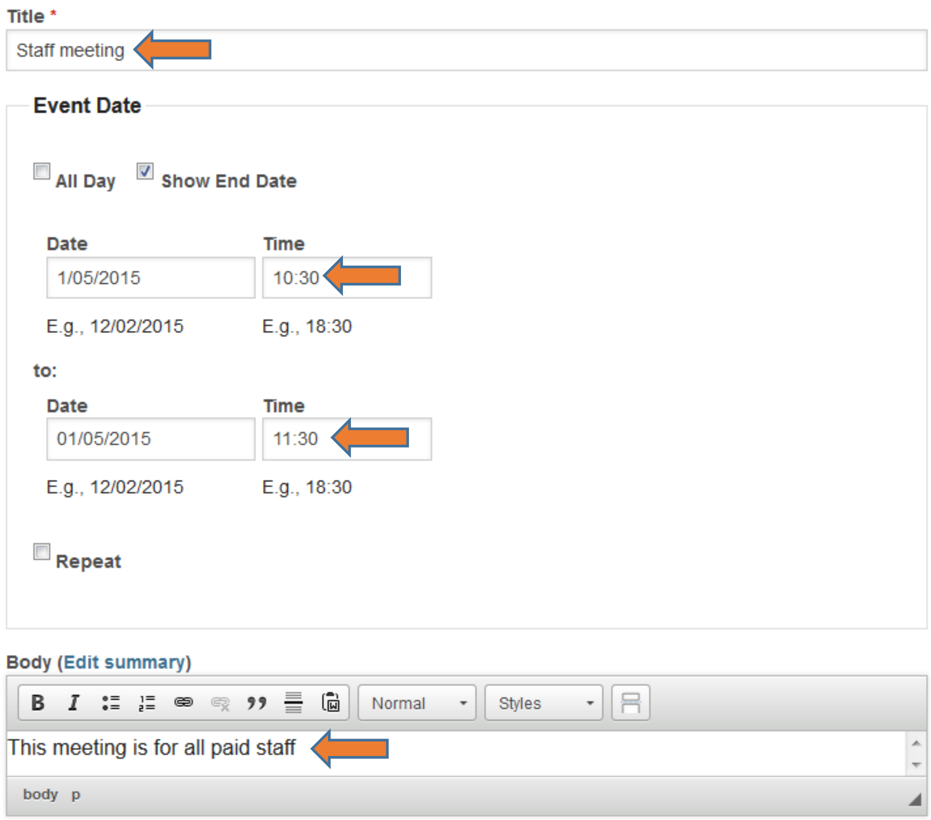


2. The system will take you to a page titled **Create Event**.
3. Enter the desired event title in the **Title** box.
4. Enter the desired event date and time. **NOTE**: Time must be entered in Military time.

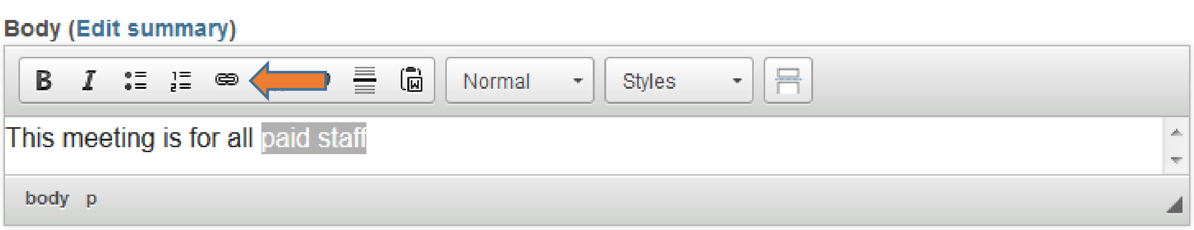
Military Time Conversion

12:00am	0:00	12:00pm	12:00
1:00am	1:00	1:00pm	13:00
2:00am	2:00	2:00pm	14:00
3:00am	3:00	3:00pm	15:00
4:00am	4:00	4:00pm	16:00
5:00am	5:00	5:00pm	17:00
6:00am	6:00	6:00pm	18:00
7:00am	7:00	7:00pm	19:00
8:00am	8:00	8:00pm	20:00
9:00am	9:00	9:00pm	21:00
10:00am	10:00	10:00pm	22:00
11:00am	11:00	11:00pm	23:00

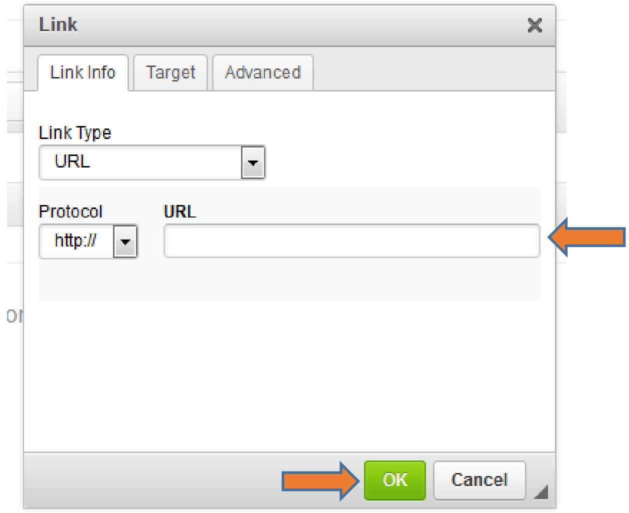
5. In the **Body** section, enter text describing the event. Use the formatting bar to make formatting or style changes to the text such as creating bullets, bolding, or italicizing.



6. To create a hyperlink, highlight the text you would like to be a link, then click the chain icon in the formatting bar.



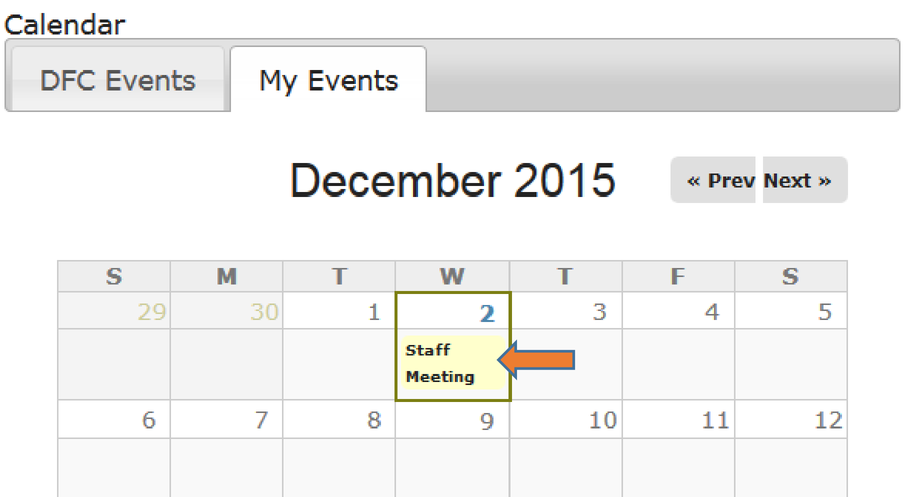
7. Next, paste a URL in the box labeled **URL** and click **OK**.



8. At the bottom of the page there are two options
    a. Select **Preview** to see how the event will look before you update it.
    b. Select **Save** to add the event to the calendar.

How to Edit/Delete Events

1. To edit or delete an event in the coalition's **My Events** calendar, click on an event in the **My Events** calendar that you would like to edit.

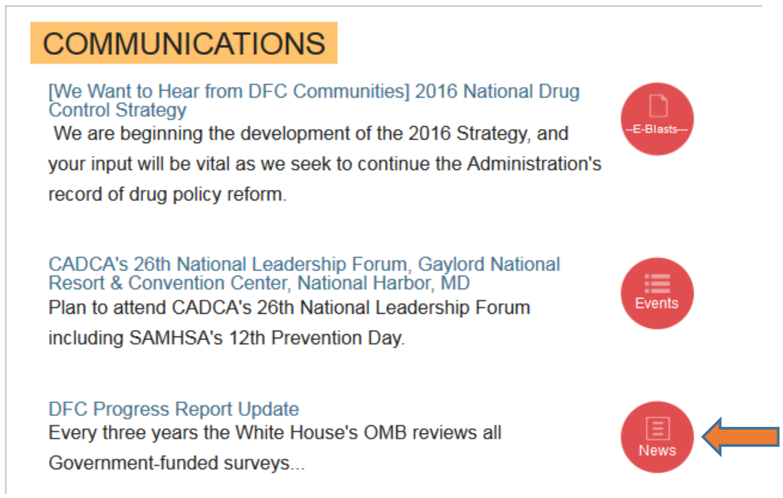


2. The system will navigate to a page titled **Edit Event.**
3. On this page you will be able to edit the title, date, or body of the event.
4. At the bottom of the page there are three options
    a. Select **Preview** to see how the event will look before you update it.
    b. Select **Save** to update the event in the calendar.
    c. Select **Delete** to remove the event from the calendar.

News Items

How to View News Items

1. In the Communications section, a link to the most recent News Item will be displayed next to the **News** menu item.
2. In the Communications section, click **News** to view a page with access to all News Items.



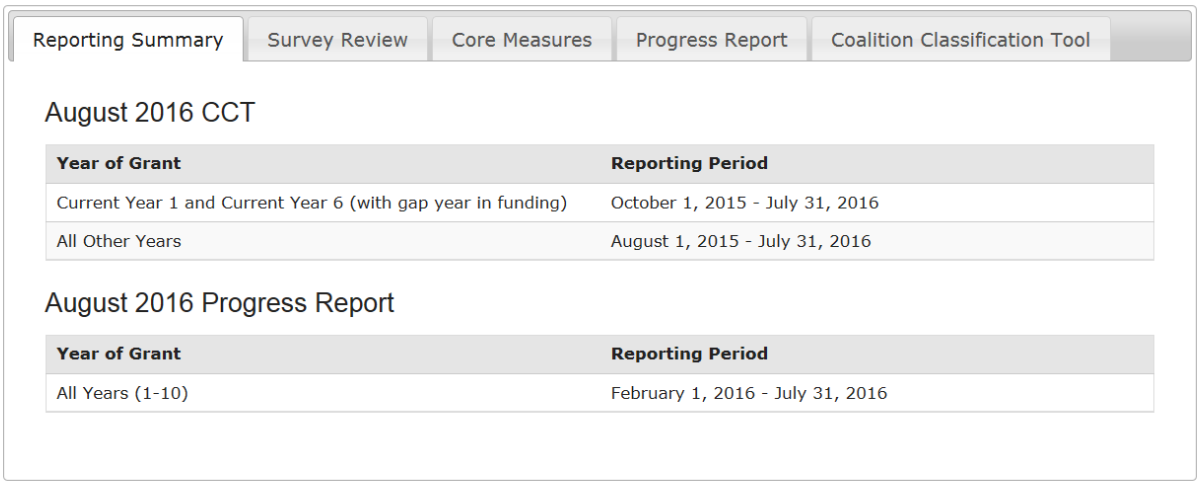
3. The system will navigate to the **Latest News** page.
4. Click a title to view a specific News Item.

Reporting Summary

How to View the Reporting Summary

1. Click the **Reporting** menu item in the main navigation bar.

2. Choose the **Reporting Summary** tab. On this tab, you will find information about reporting periods for the Progress Report and CCT.


Reporting Summary | Survey Review | Core Measures | Progress Report | Coalition Classification Tool

August 2016 CCT

Year of Grant	Reporting Period
Current Year 1 and Current Year 6 (with gap year in funding)	October 1, 2015 - July 31, 2016
All Other Years	August 1, 2015 - July 31, 2016

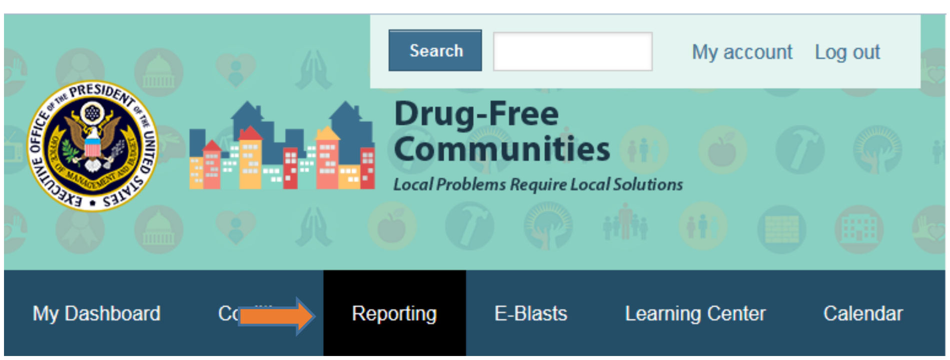
August 2016 Progress Report

Year of Grant	Reporting Period
All Years (1-10)	February 1, 2016 - July 31, 2016

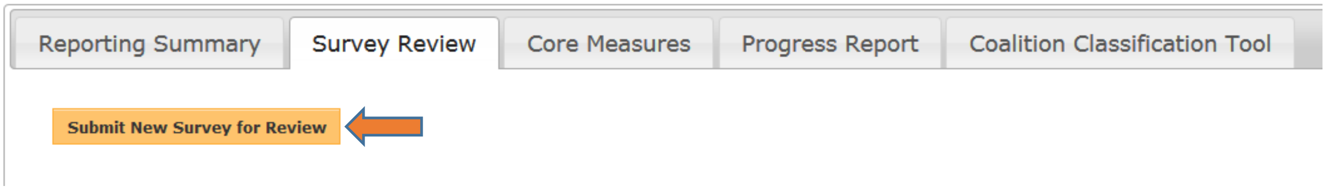
Surveys

How to Submit a Survey for Review

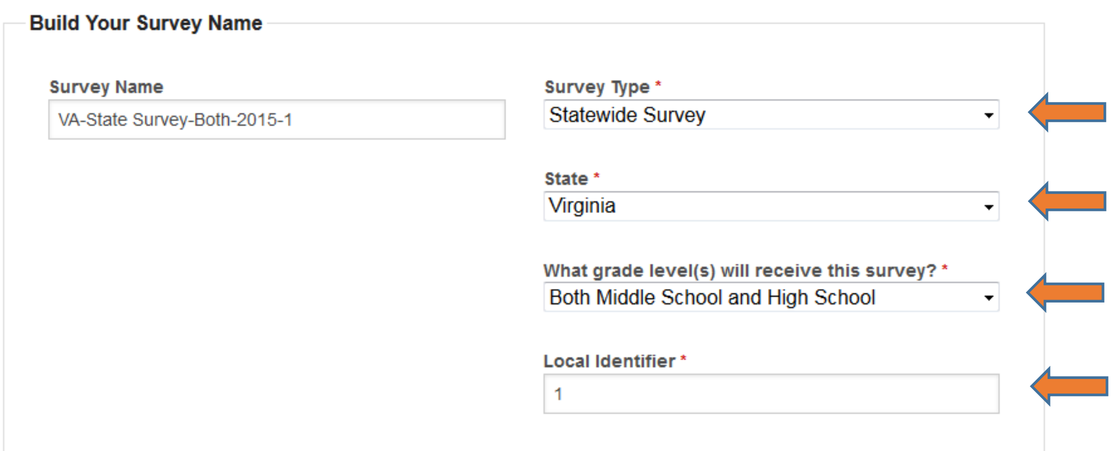
1. To submit a survey for review, click the **Reporting** tab in the main navigation bar.



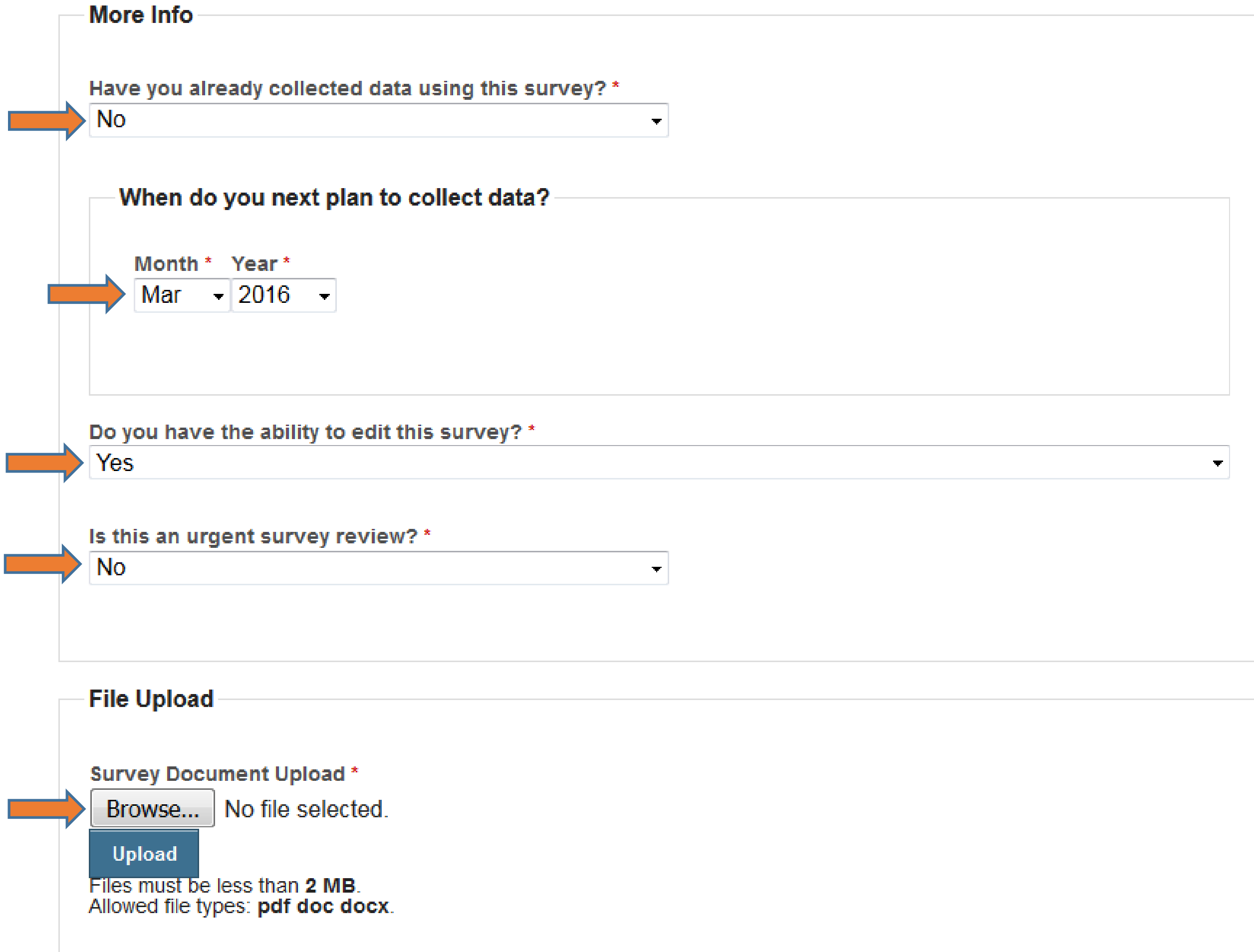
2. On the resulting page, click the **Survey Review** tab.
3. Click **Submit New Survey for Review**.



4. The first step is to build your survey name.
    a. To begin select a **Survey Type** from the first drop down.
    b. If your survey is a statewide survey, select the **State** from the next dropdown.
    c. Next, make a selection in the dropdown labeled **What grade levels will receive the survey?**
    d. In the last box enter a **Local Identifier**. The local identifier can be any series of letters or numbers that you choose in order to identify this particular survey.



5. In the next section, answer the question **Have you already collected data using this survey?** If you answer **Yes** then skip to step 8 below. If you answer **No** to this question, the system will ask you **When do you plan to collect data?**
6. Next, answer the question **Do you have the ability to edit this survey?**
7. Next, answer the question **Is this an urgent survey?**
8. In the **File Upload** section, you can upload your survey by clicking **Browse** and selecting the file from your computer. Then click **Upload**. A survey upload is required before saving a draft or submitting the form.



9. At the bottom of the page there are two options: **Save Draft** and **Submit**.
   a. Select **Save Draft** if you want to save the form and finish it later. After saving, you can edit your draft by clicking **Reporting** in the main navigation bar and then selecting the **Survey Review** tab.
   b. Select **Submit** at the bottom of the page. After submitting, your survey will be sent for review by the DFC National Evaluation Team.

Explanation of Columns in the Survey Review Overview

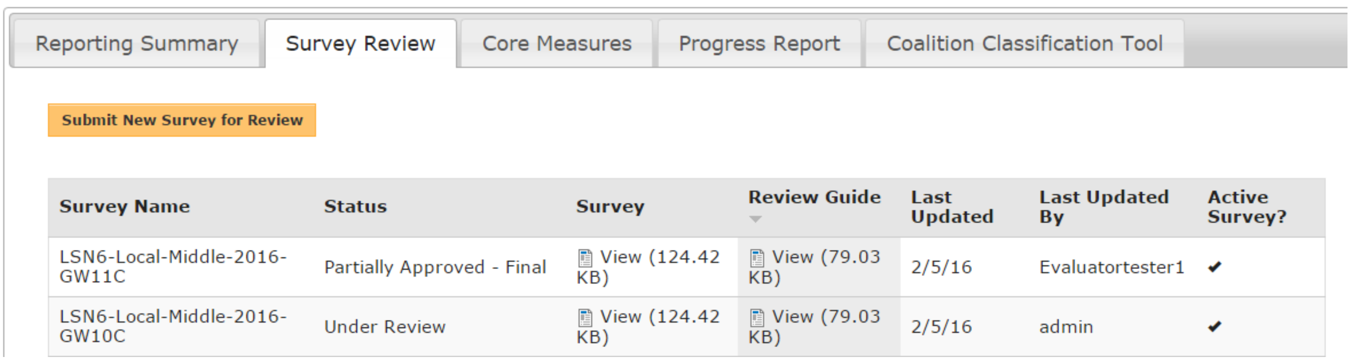
1. On the Survey Review Overview page there are 7 columns:
   a. **Survey Name:** This is a link that will take you to a page where you can either view survey forms that you have already submitted, or continue a current draft.
   b. **Status:** Lets you know which status your survey is in.
   c. **Survey:** This is a link that will download the survey that was already submitted.

d. **Review Guide:** Once your survey is approved by the DFC National Evaluation Team, this is a link to download the survey review guide provided by the DFC National Evaluation Team. This document will serve as a guideline when collecting and reporting your data.

e. **Last Updated:** Date when the survey form was last updated.

f. **Last Updated By:** The user who last updated the survey form.

g. **Active Survey:** Lets you know whether the survey is active or not active.



Survey Name	Status	Survey	Review Guide	Last Updated	Last Updated By	Active Survey?
LSN6-Local-Middle-2016-GW11C	Partially Approved - Final	View (124.42 KB)	View (79.03 KB)	2/5/16	Evaluatortester1	✔
LSN6-Local-Middle-2016-GW10C	Under Review	View (124.42 KB)	View (79.03 KB)	2/5/16	admin	✔

Explanation of Survey Statuses

1. During the survey approval process, your survey form will go through a series of statuses:

   a. Before a survey form is submitted, the status is in **Draft**.

   b. Once the survey form is submitted, the status becomes **Submitted**.

   c. Once the DFC Evaluation Team begins to review your survey, the status becomes **Under Review**.

   d. If you submitted a survey form without attaching a survey or the correct file, the Evaluation Team will change the status to **Rejected – Resubmit with Correct File(s)**. At this point, you must resubmit the survey form with the correct file in order for it to be under review.

   e. If your survey is not approved to collect any core measures, the DFC Evaluation Team will change the status to **Rejected – No Core Measures**. At this point you must revise your survey form and resubmit with core measures.

f. If your survey is partially approved but you have indicated you have the ability to edit it prior to collecting data, the DFC Evaluation Team will change the status to **Partially Approved – Needs Revision**.

g. If your survey is partially approved but you have already administered it or do not have the ability to edit it, the DFC Evaluation Team will change the status to **Partially Approved – Final**.

h. If your survey is fully approved because it has all of the DFC Core Measures, the DFC Evaluation Team will change the status to **Fully Approved – DFC**.

i. If your survey does not have all the DFC Core Measures, but it is fully approved because it has the STOP Act measures that can be substituted to satisfy the requirements, the DFC Evaluation Team will change the status to **Fully Approved – STOP ACT.**

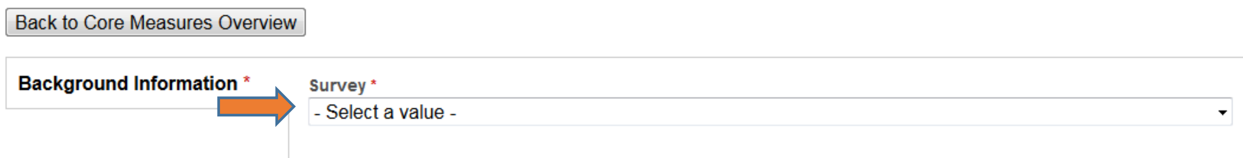
Core Measures

How to Enter Core Measures Data

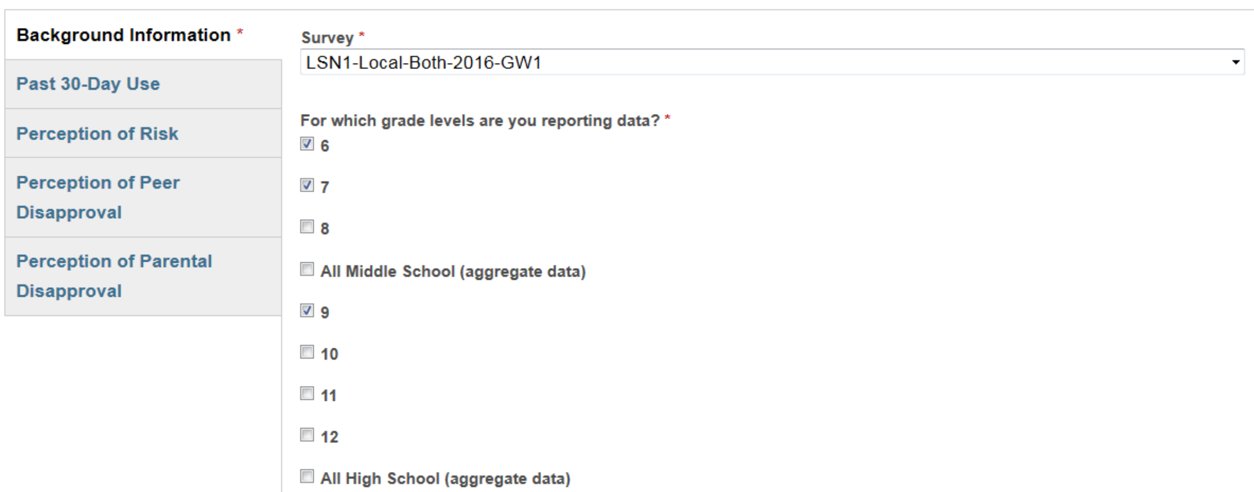
1. To enter core measures data you must first have a survey that has been approved by the DFC National Evaluation Team. For instructions on how to submit a survey, please refer to the section titled "How to Submit a Survey for Review."
2. To enter Core Measures data, click the **Reporting** tab in the main navigation bar.

3. Click the **Core Measures** tab.
4. Click **Submit New Core Measures**.

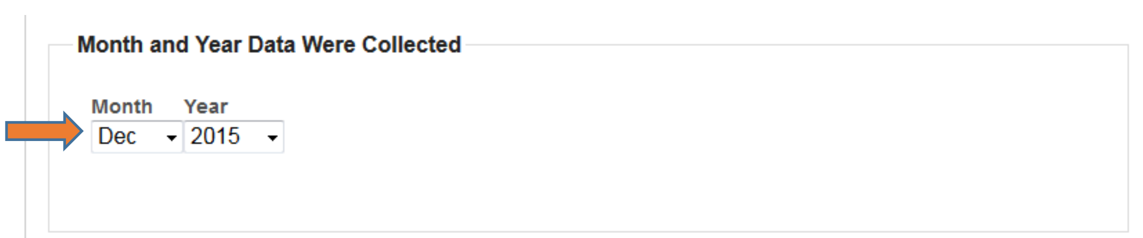
5. Select an approved survey for which you would like to enter data.



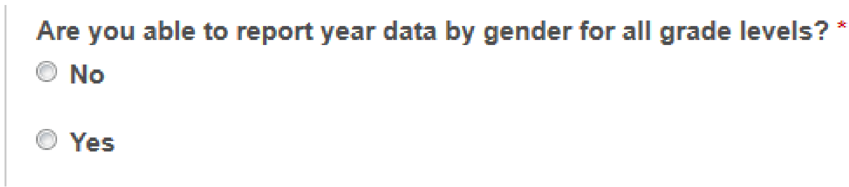
6. Next, select the grade levels for which you are reporting data.



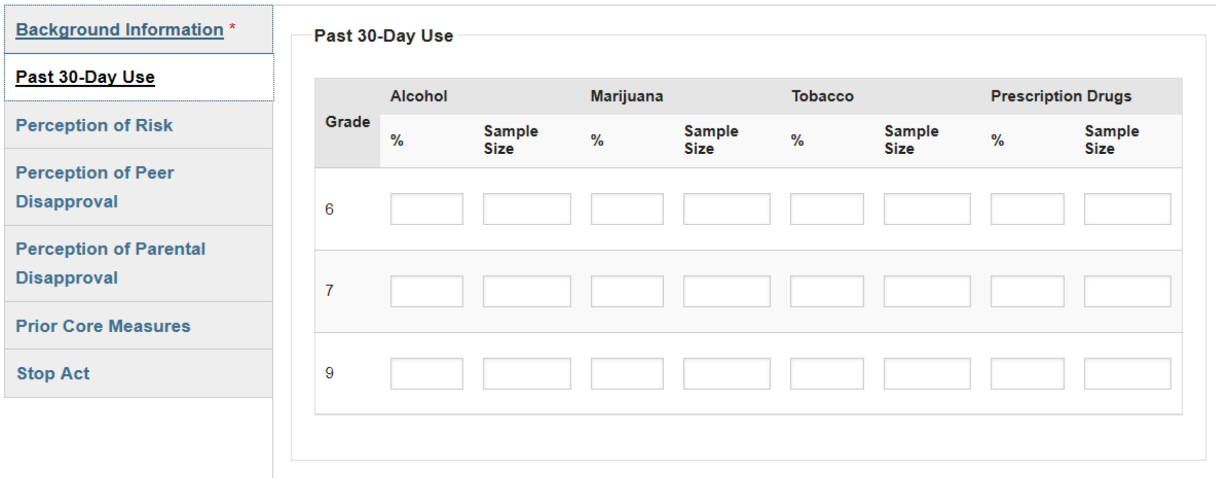
7. Next, select the **Month and Year Data Were Collected**.



8. Then choose whether or not you are able to report your data by gender for all grade levels.



9. On the tabs below the **Background Information** tab, enter your Core Measures data.



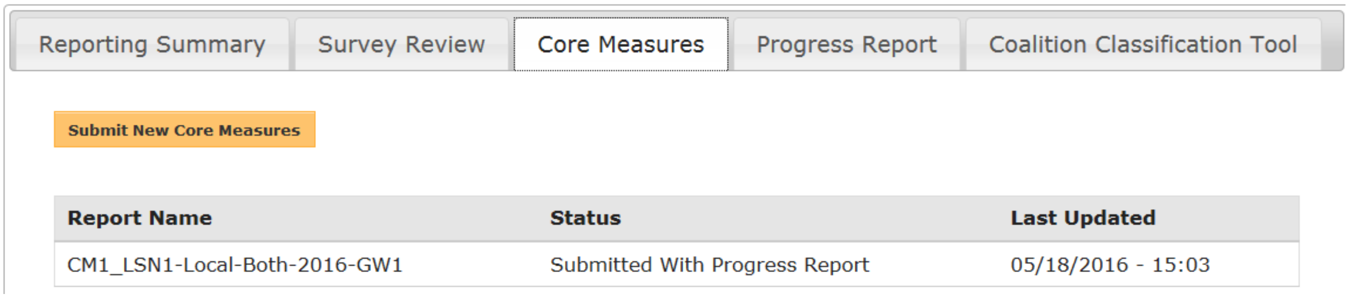
10. At the bottom of the page there are four options: **Save**, **Save and Continue**, **Cancel**, **and Mark as Ready for Submission**.
    a. Select **Save** at any time to save your answers and remain on the same page.
    b. Select **Save and Continue** when you are ready to move on to the next tab.
    c. Select **Cancel** to leave the Core Measures data entry form. If you click Cancel without saving, you will lose any data you have entered.
    d. Select **Mark as Ready for Submission** with a Progress Report once you have entered all of your core measures data. (After marking as ready for submission, you will be able to attach this core measures form to a Progress Report. You will still be able to edit the core measures form until it has been submitted with a Progress Report.)
11. To edit a saved Core Measures draft, click Reporting in the main navigation bar and find the Core Measures draft in the Reporting Summary tab.

Explanation of Columns in the Core Measures Overview

1. On the Core Measures Overview page there are 3 columns:
    a. **Report Name:** This is a link that will take you to a page where you can view Core Measures that you have already submitted, or continue a draft.

b. **Status:** Lets you know which status your Core Measures is in.

c. **Last Updated:** Lets you know when a Core Measures was last updated.



Explanation of Core Measures Statuses

1. During the Core Measures approval process, it will go through a series of statuses:
    a. Before a Core Measures is marked as ready for submission, the status is in **Draft**.
    b. Once the Core Measures is marked as ready for submission with a Progress Report, the status becomes **Ready for Submission**.
    c. Once you submit a Core Measures with a Progress Report, the status becomes **Submitted with Progress Report**.
    d. If your Project Officer sends the Progress Report back for revisions, the Core Measures will also be sent back to the status of **Ready for Submission** until the Progress Report is resubmitted.
    e. If your Project Officer approves your Progress Report, the status of the Core Measures becomes **Approved**.

Progress Reports

General Notes about the Progress Report

1. During the Progress Report approval process, the Progress Report will go through a series of statuses.
    a. Before a report is submitted, the status is in **Draft**.
    b. Once a report is submitted, the status becomes **Submitted**.
    c. Once your Project Officer begins to review your report, the status will change to **Under Review**. At this point, your SAMHSA Project Officer will review your report and either approve it or send it back to you for revisions.

d. If your Project Officer approves your report, the status becomes **Approved**.

e. If your Project Officer sends your report back to you for revisions, the status becomes **Needs Revision**.

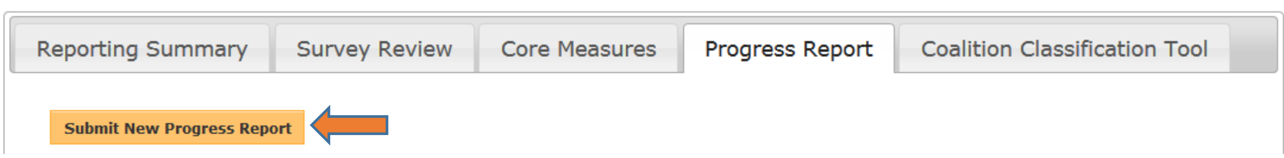
f. If for some reason your Project Officer decides that your report needs to be revised after it has been approved, the status would become **Needs Revision after Approval**.

NOTE: Progress bars have been temporarily removed. They will be back up and fully functional for the new Progress Report (February 2017).

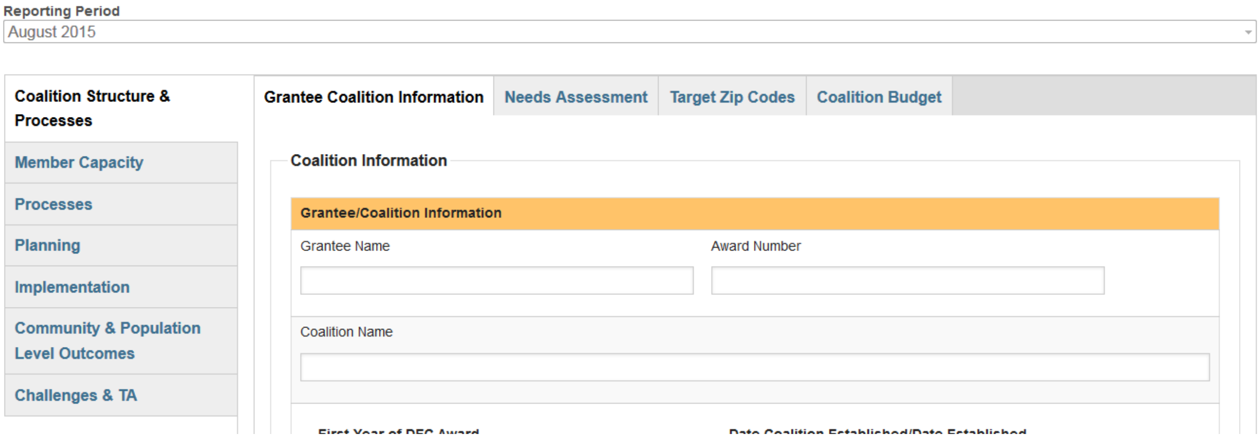
How to Submit a Progress Report

1. To begin a Progress Report, click the **Reporting** tab in the main navigation bar.

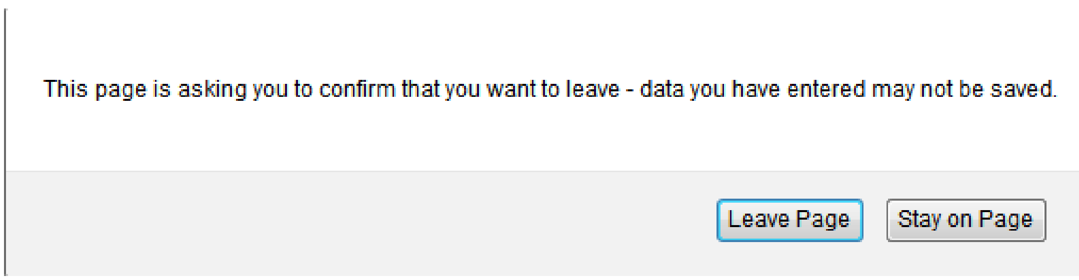
2. Click the **Progress Report** tab.
3. Click **Submit New Progress Report**.



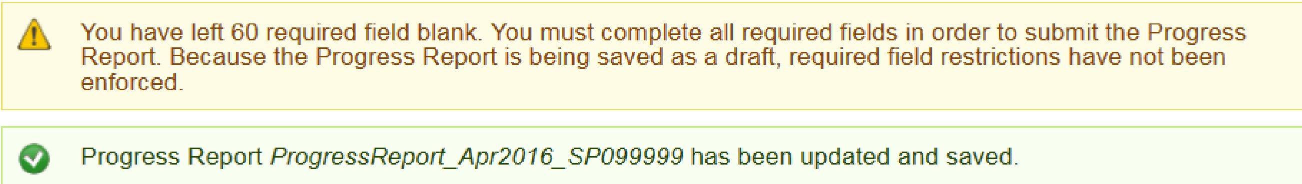
4. The system should navigate to a page titled **Create Progress Report** where you can begin to fill out the sections of the Progress Report. Some fields may already be pre-populated.



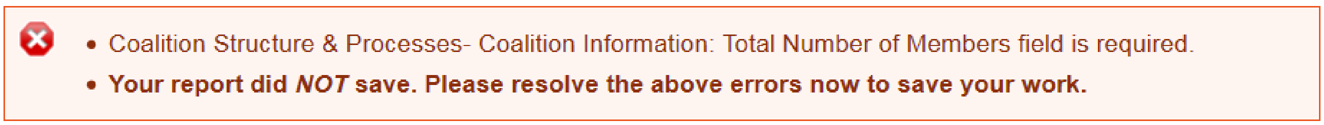
5. At the bottom of the page there are two options: **Save** and **Cancel.**
    a. Select **Save** at any time to save your progress.
    b. Select **Cancel** to leave the Progress Report. If you have unsaved work, you will be asked to save before leaving the form.



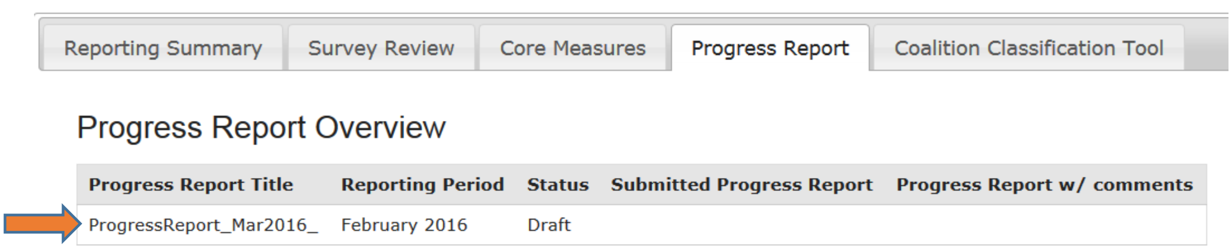
6. You will be able to submit your Progress Report every six months (in February and August) during the two reporting windows. During these two reporting windows there will be a **Submit** button at the bottom of the page that you can use to submit your Progress Report.
    a. Reporting Windows
        i. February 1st – February 19th
        ii. August 1st – August 19th
7. If you **Save** your Progress Report and you have not completed all of the questions, you will receive a yellow message, letting you know how many fields you have left blank. However, **you will always know that the form saved properly if you receive a green message with a check mark icon** telling you that your report has been saved.



8. If you try to **submit** your Progress Report and you have not completed all of the questions, you will get a red error message because your Progress Report cannot be submitted unless all of the questions have been answered. **If you receive a red error message, then your Progress Report did not save. NOTE**: Any items identified with the red error message <u>must</u> be addressed immediately.

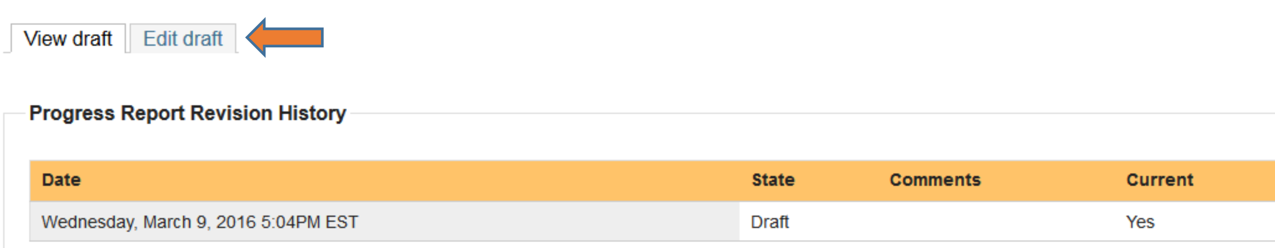


9. After submitting your Progress Report, your SAMHSA Project Officer will receive an email notifying them that you have submitted your Progress Report. Once your Project Officer has reviewed your Progress Report, he or she will either approve your report or send it back to you for revisions. In either case, you will receive an email notification once the Project Officer has finished reviewing your report.
10. To continue a Progress Report that you have saved as a draft, click the report title in the Progress Report Overview table.



Progress Report Title	Reporting Period	Status	Submitted Progress Report	Progress Report w/ comments
ProgressReport_Mar2016_	February 2016	Draft		

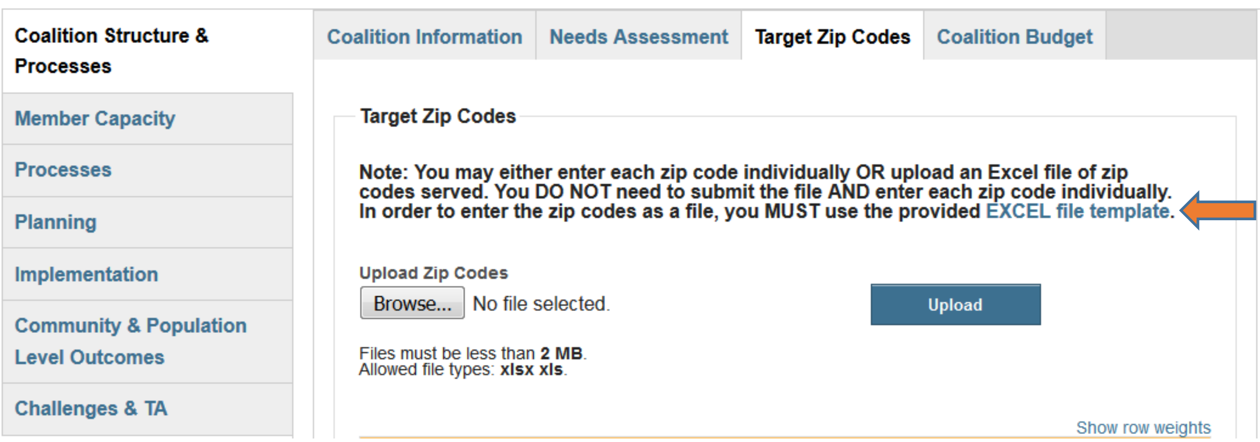
11. Then click **Edit Draft**.



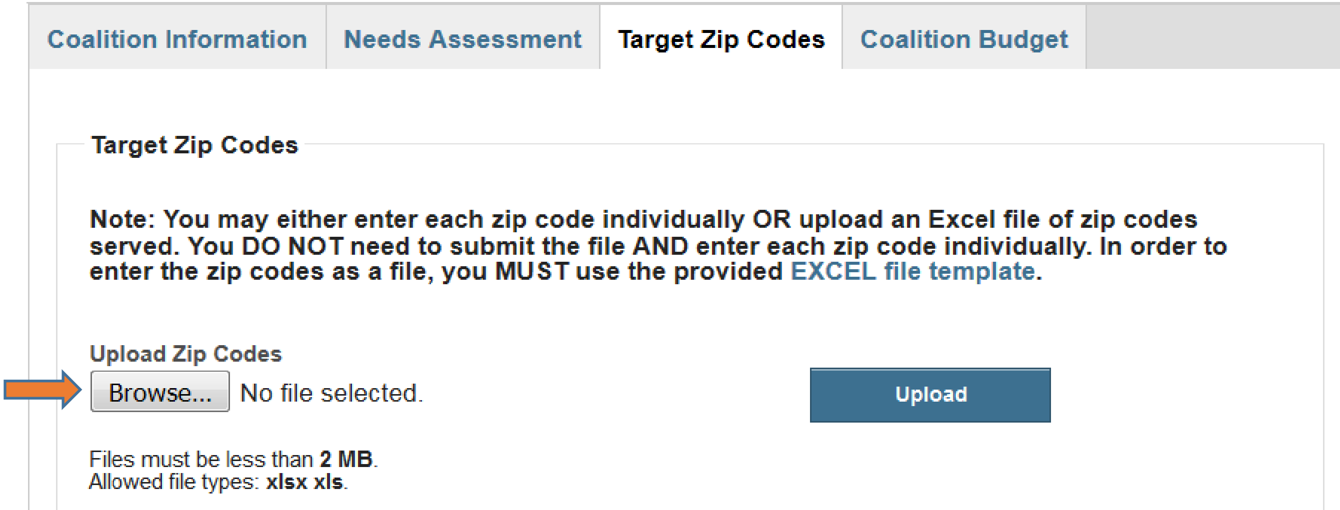
Date	State	Comments	Current
Wednesday, March 9, 2016 5:04PM EST	Draft		Yes

How to Attach Files to a Progress Report

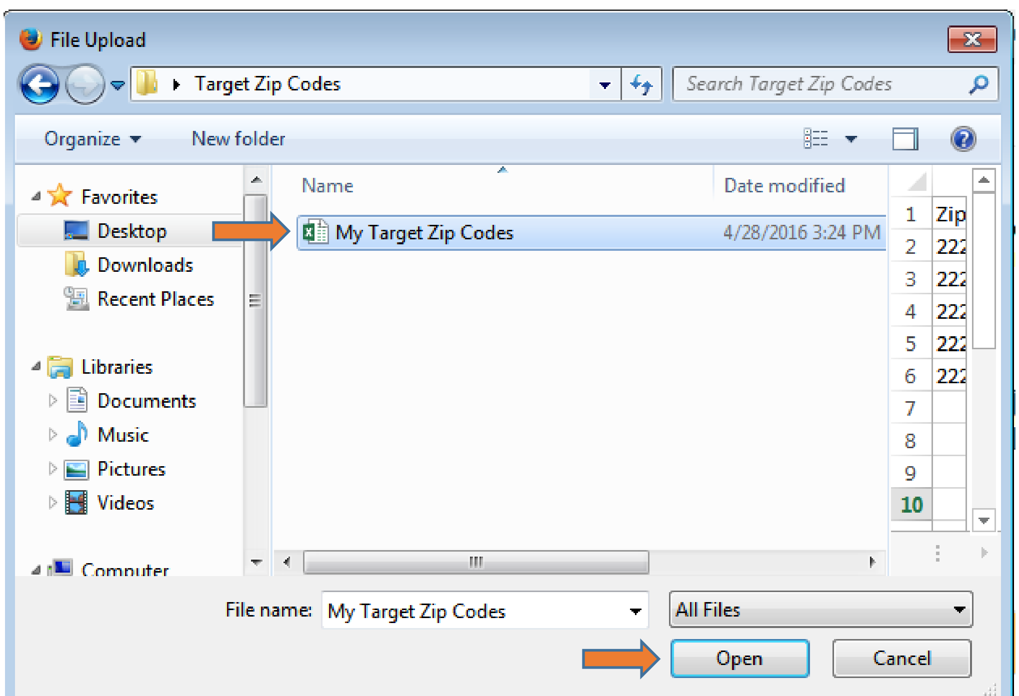
1. There are various sections in the Progress Report where you may choose to attach files. Files that can be attached are:
    a. **Target Zip Codes**
    b. **Member Roster**
    c. **Plans (Strategic Plan for Sustainability, Logic Model, and Action Plan)**
    d. **Core Measures**
2. For the **Target Zip Codes**, you may choose to upload a template with your zip codes instead of entering each zip code individually. To use the template, first go to the Target Zip Codes section in the Coalition Structure & Processes tab of the Progress Report and download the **Target Zip Codes Excel file template**. **NOTE**: You must use the template provided when attaching your zip codes.



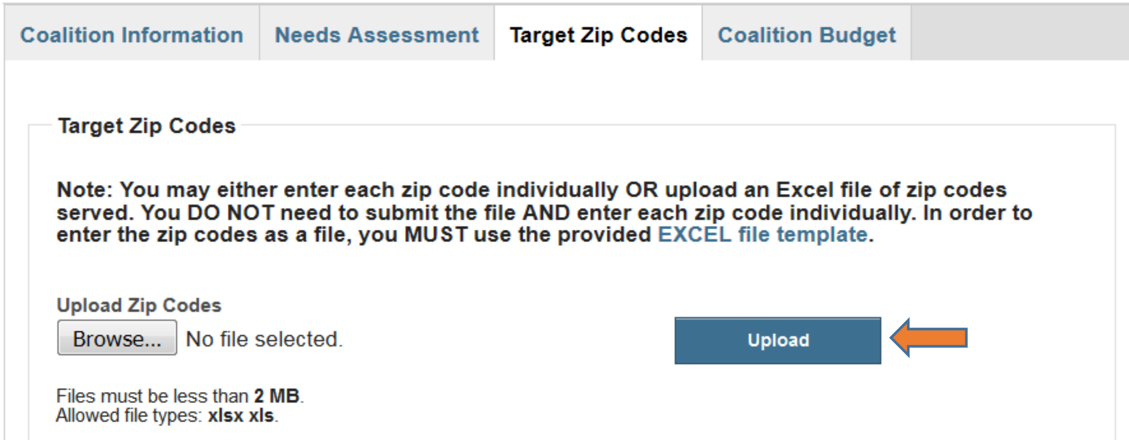
3. Next, fill out the template with your coalition's zip code information. **NOTE**: **Do not change the template. Do not add or delete columns. Only enter your data.**
4. Once, you have filled out your Target Zip Codes template, save the file to your computer.
5. You can then attach it to the Progress Report by clicking **Browse**.



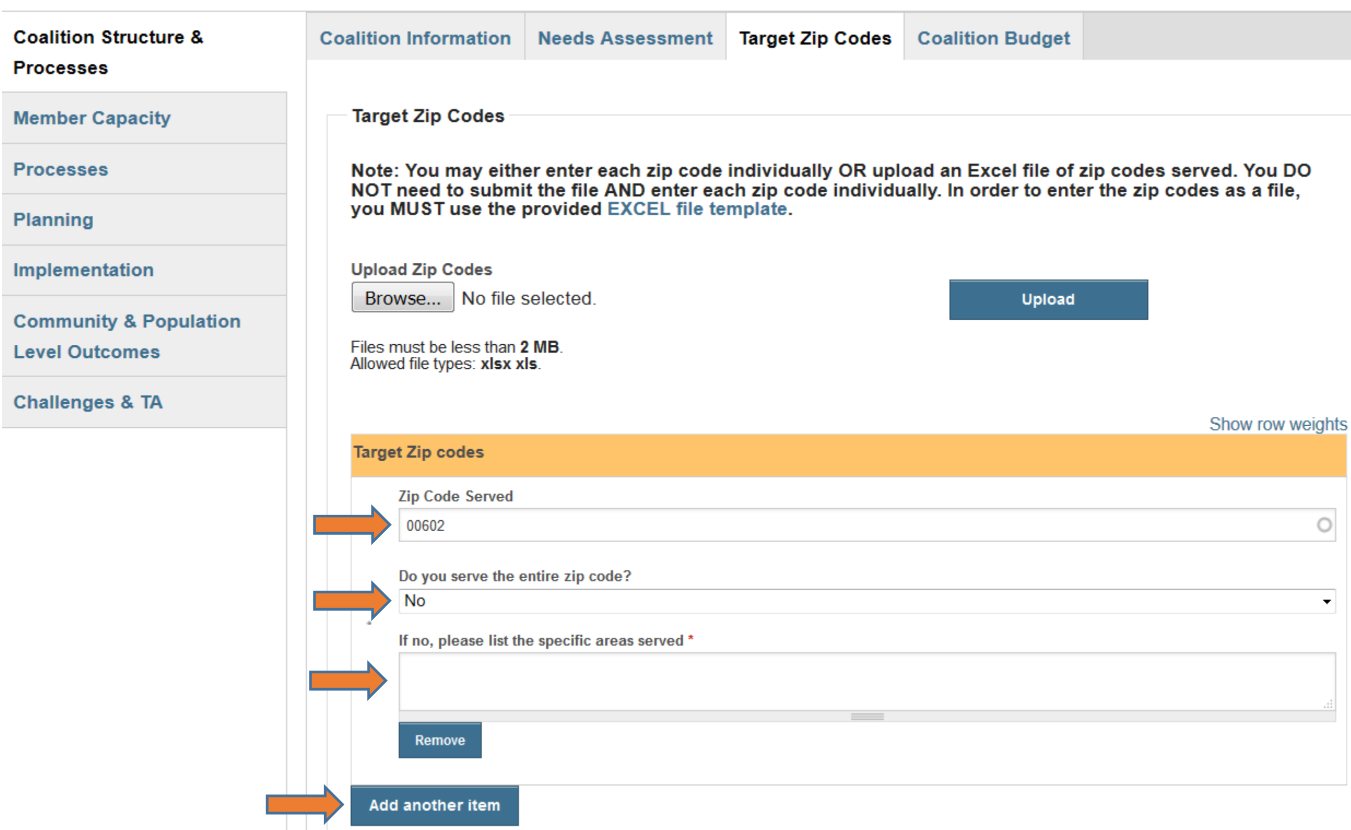
6. In the window that popped up, select the file from where you saved it on your computer and click **Open**.



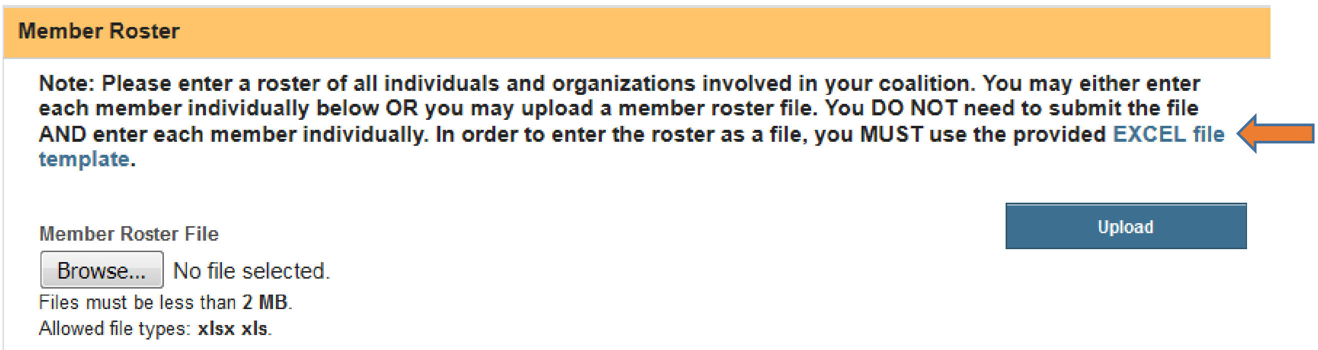
7. Then click **Upload**.



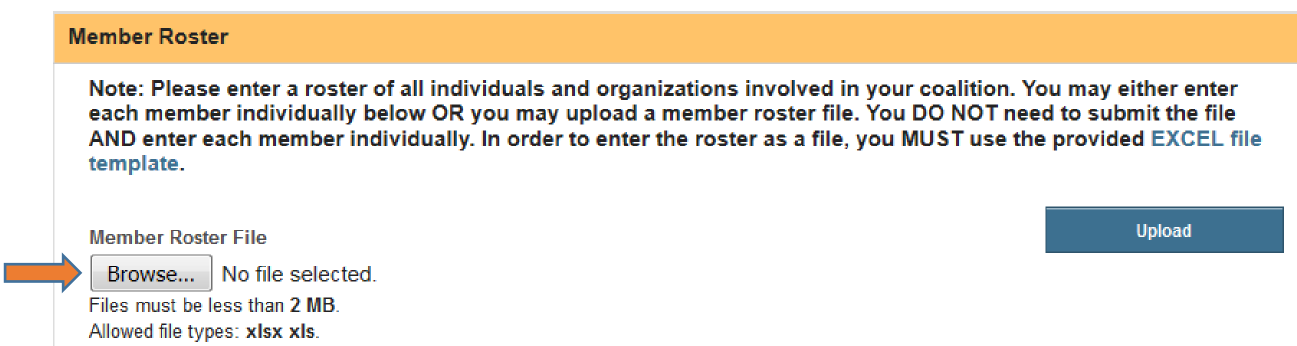
8. Instead of uploading your target zip codes using the template, you may also choose to manually enter each zip code into the Progress Report. To do this, go to the Target Zip Codes section and enter a zip code into the **Zip Codes Served** box. Answer the following to questions. Then to enter another zip code, click **Add another item**. Continue to enter one zip code at a time until you have entered all zip codes. **NOTE**: To save time, it is suggested to use the Target Zip Codes template. This process is explained above in steps 2-7.



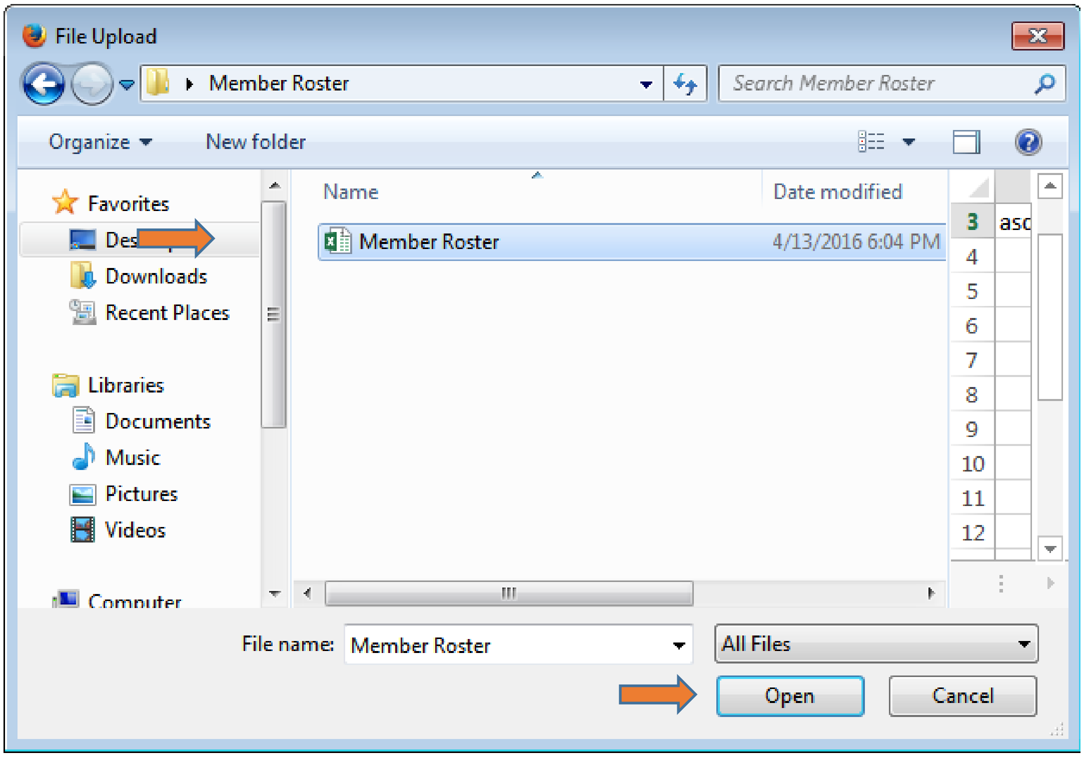
9. For the Member Roster you may choose to upload a template with your members instead of entering each member individually. To use the Member Roster template, first go to the Member Capacity tab in the Progress Report and download by clicking the **Excel file template** link.



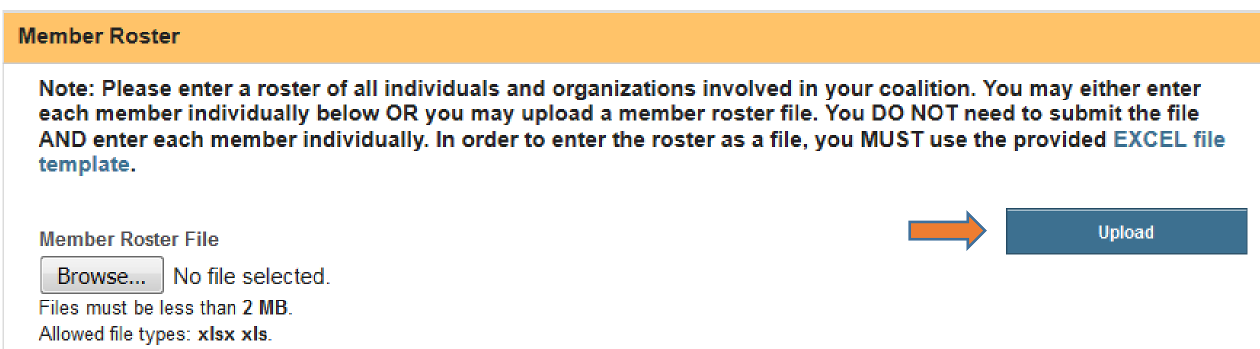
10. Next fill out your template with your coalition's membership information. **NOTE**: **Do not change the template. Do not add or delete columns. Only enter your data.**
11. Once you have filled out your template, save the file to your computer.
12. You can then attach the file to your Progress Report by clicking **Browse**.



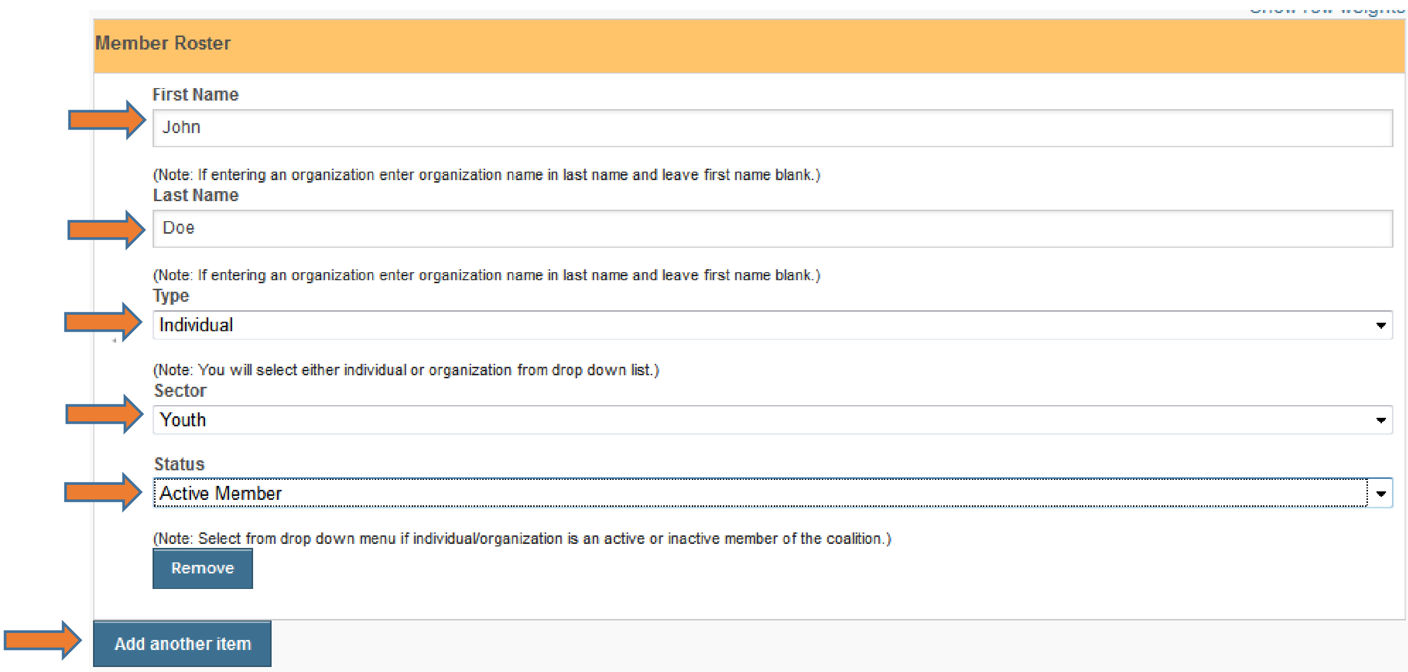
13. In the window that popped up, select the file from where you saved it on your computer and click **Open**.



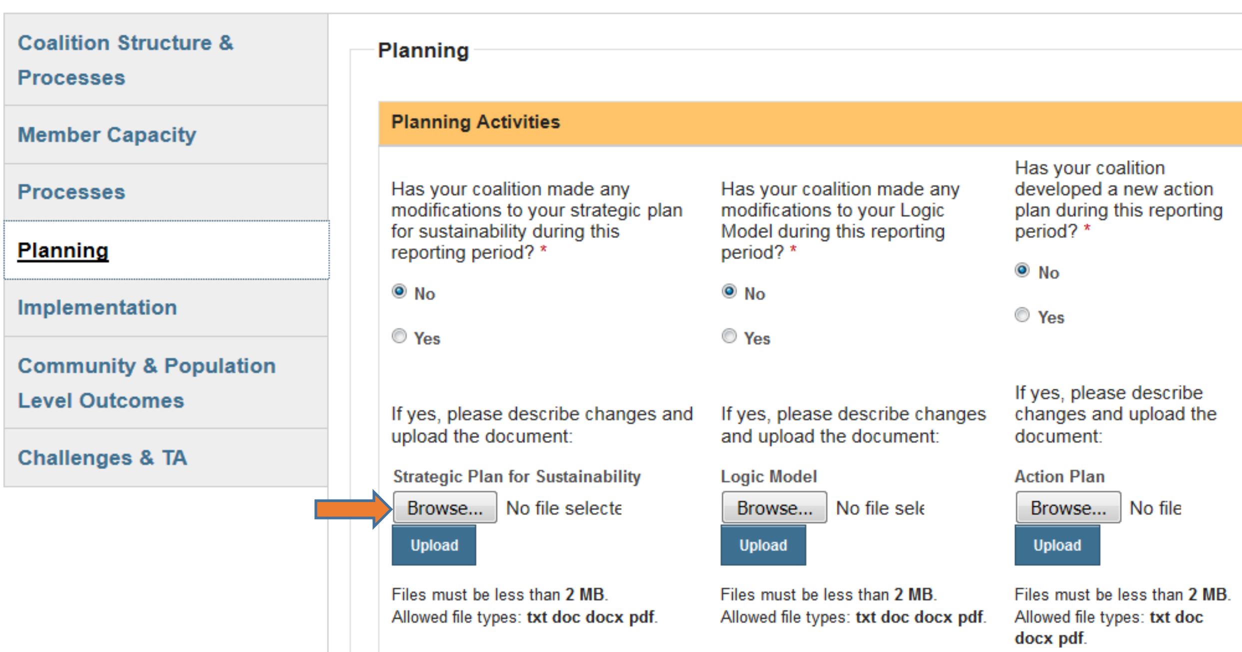
14. Then click **Upload**.



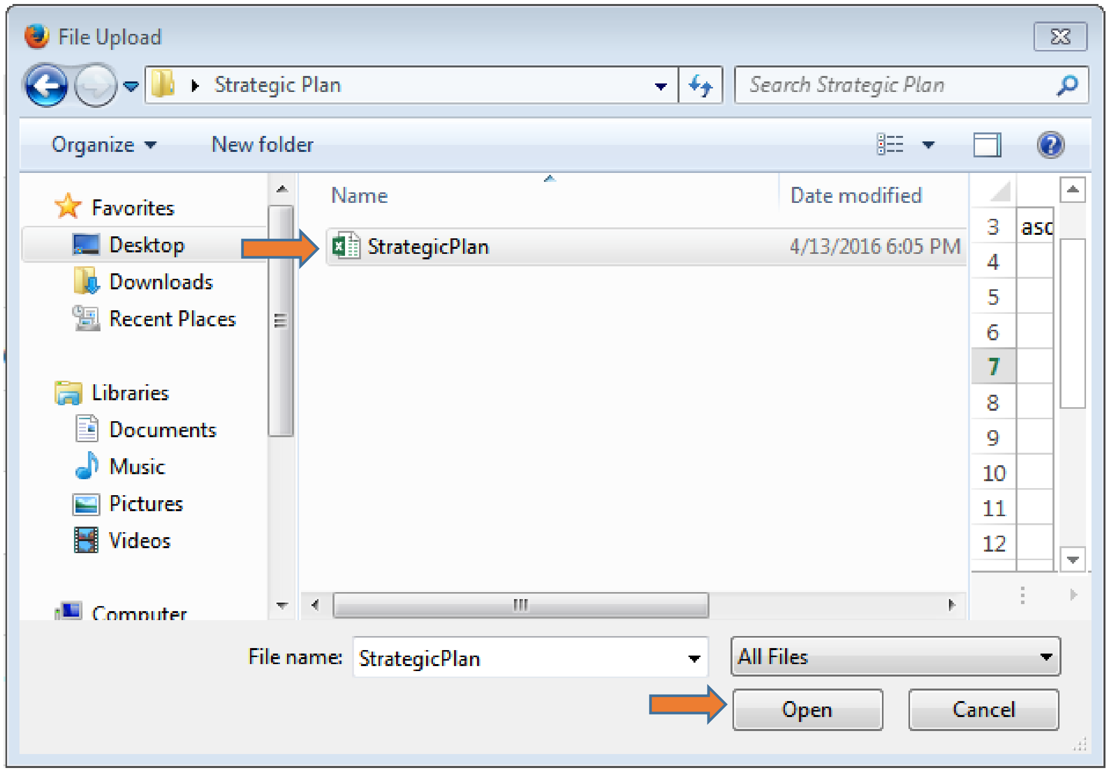
15. Instead of uploading your members using the Member Roster template, you may also choose to manually enter each member into the Progress Report. To do this, go to the Member Capacity section in the Progress Report and enter each member into the **Member Roster** section. Answer each question about the member and then click **Add another item** once you are ready to enter the next member. Continue to enter one member at a time until you have entered all members. **NOTE**: To save time, it is suggested to use the Member Roster template. This process is explained above in steps 9-14.



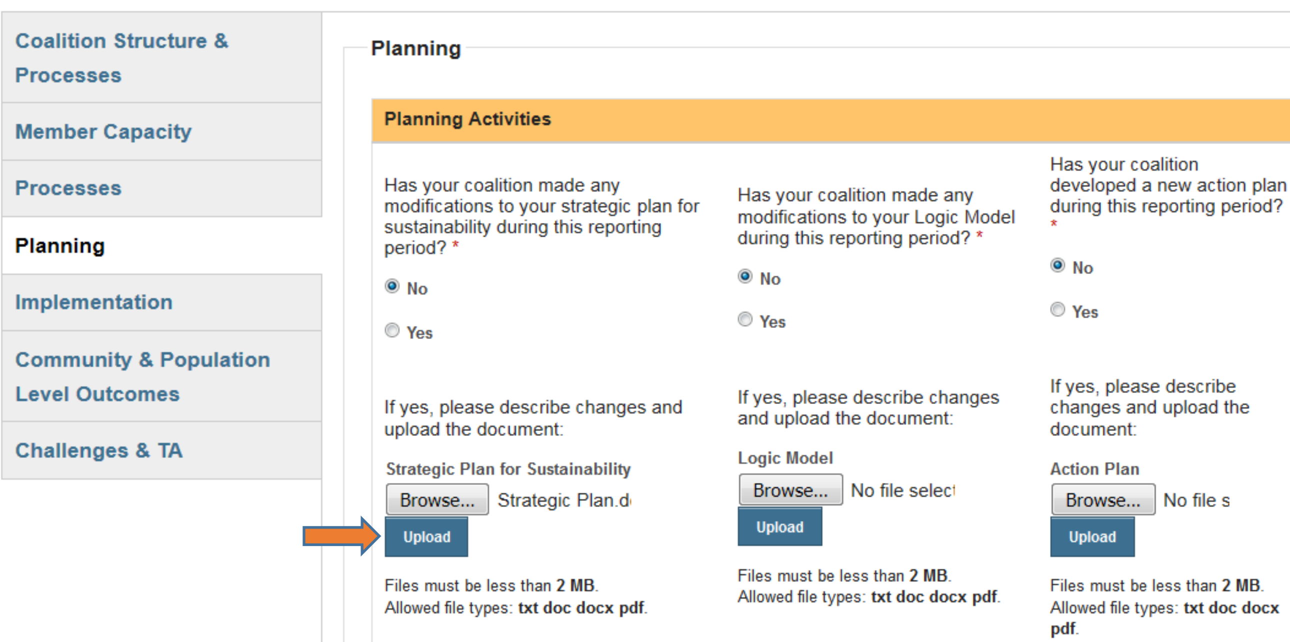
16. For the three plans (**Strategic Plan for Sustainability**, **Logic Model**, and **Action Plan**), there are no templates, however, you are only allowed to upload the following types of files: .txt, .doc, .docx, and .pdf.
17. To attach the Strategic Plan for Sustainability, first go to the **Planning** tab in the Progress Report and click **Browse**.



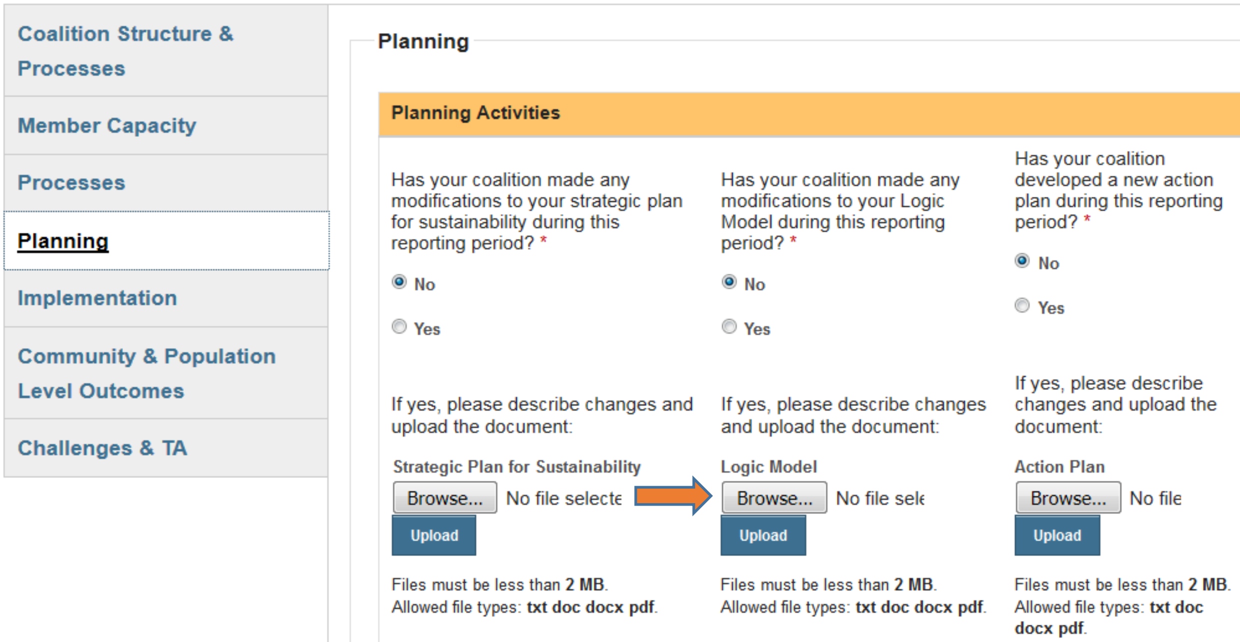
18. In the window that popped up, select the file from where you have it saved it on your computer and click **Open**.



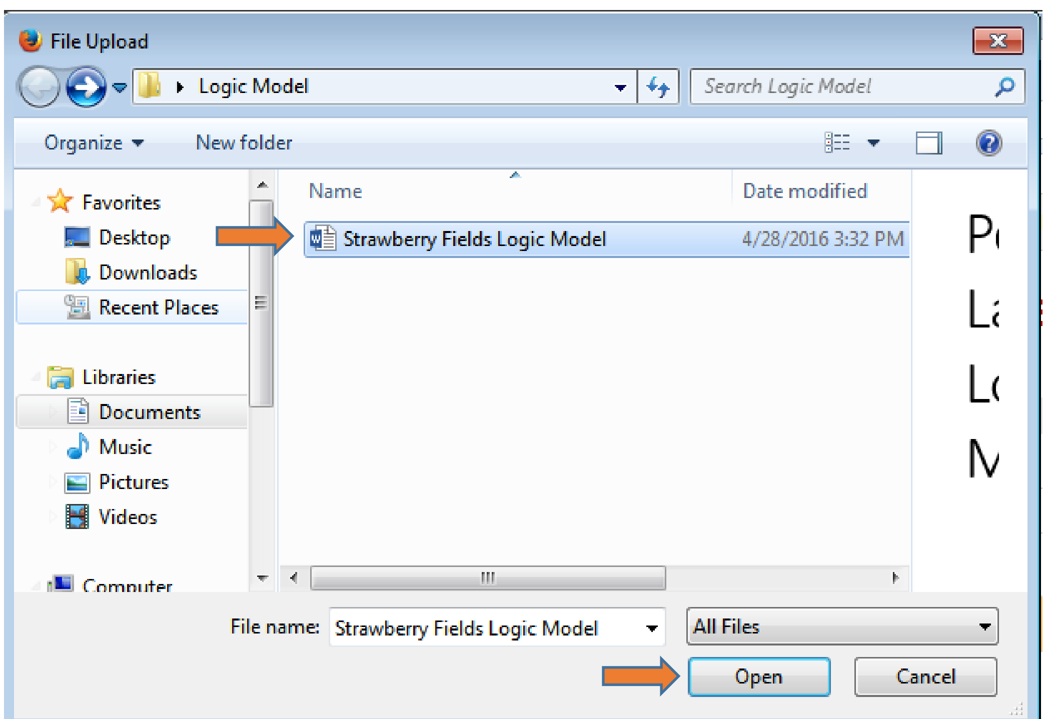
19. Then click **Upload**.



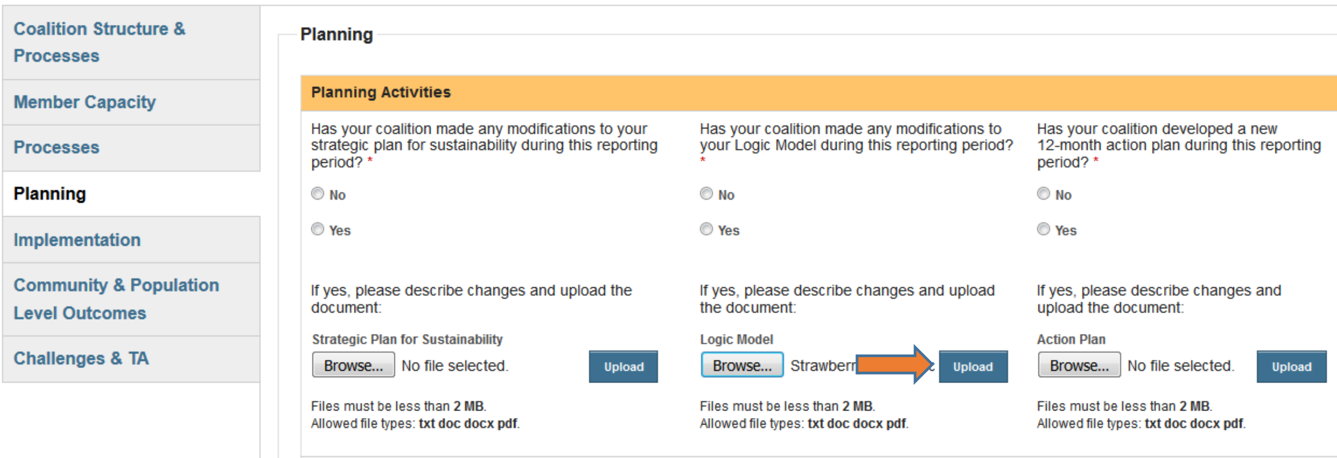
20. To attach the Logic Model, go to the **Planning** tab in the Progress Report and click **Browse**.



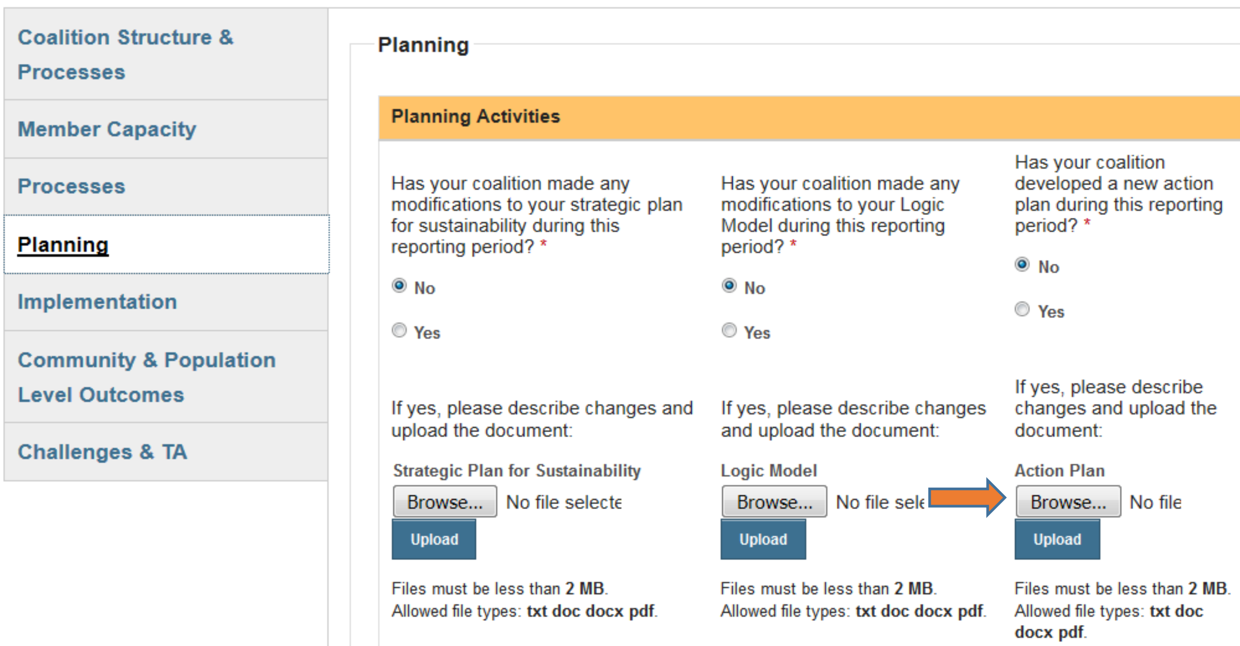
21. In the window that popped up, select the file from where you have it saved it on your computer and click **Open**.



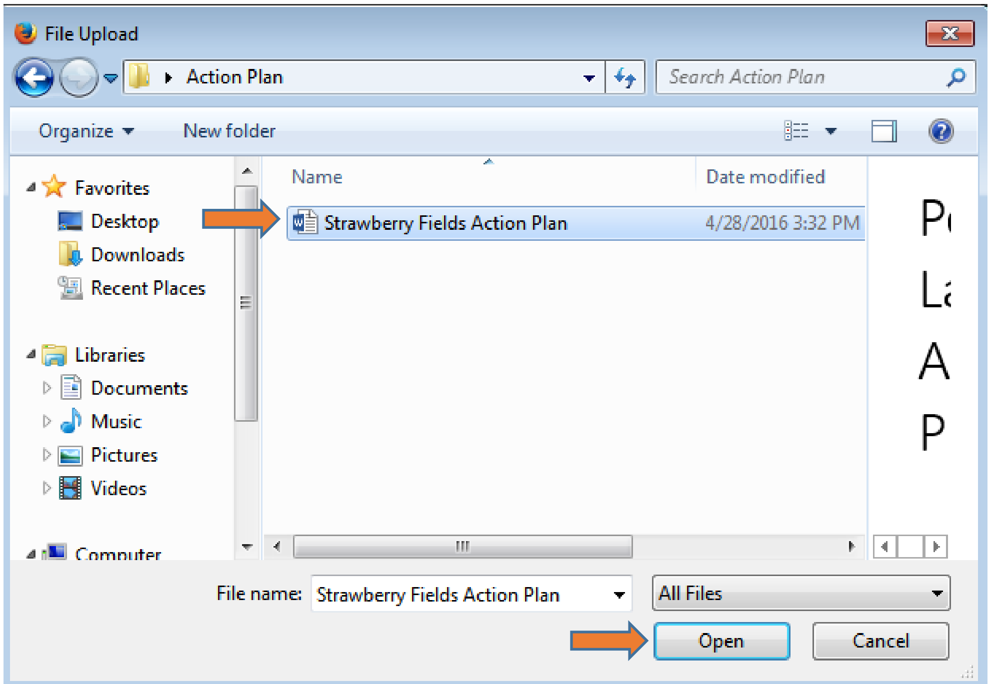
22. Then click **Upload**.



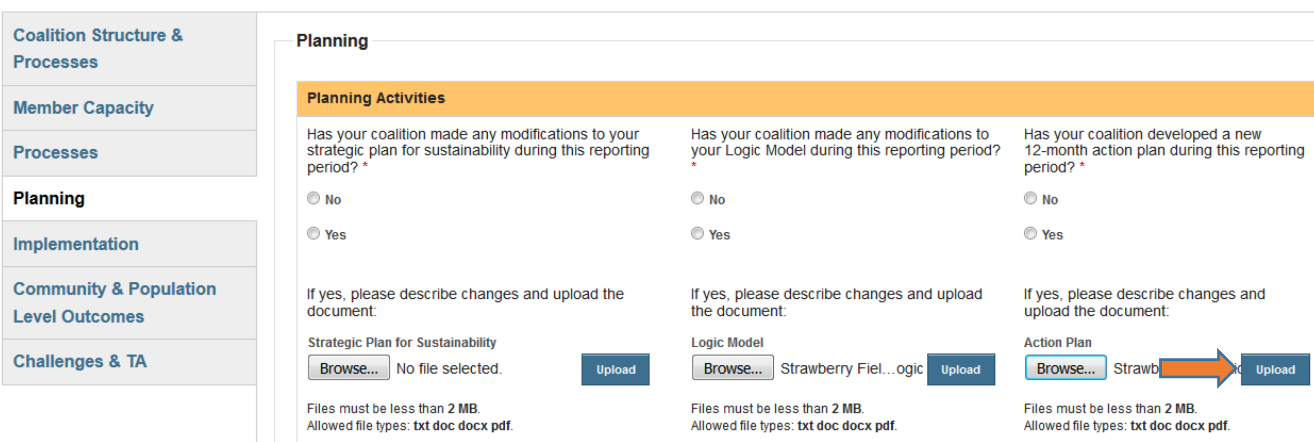
23. To attach the Action Plan, go to the **Planning** tab in the Progress Report and click **Browse**.



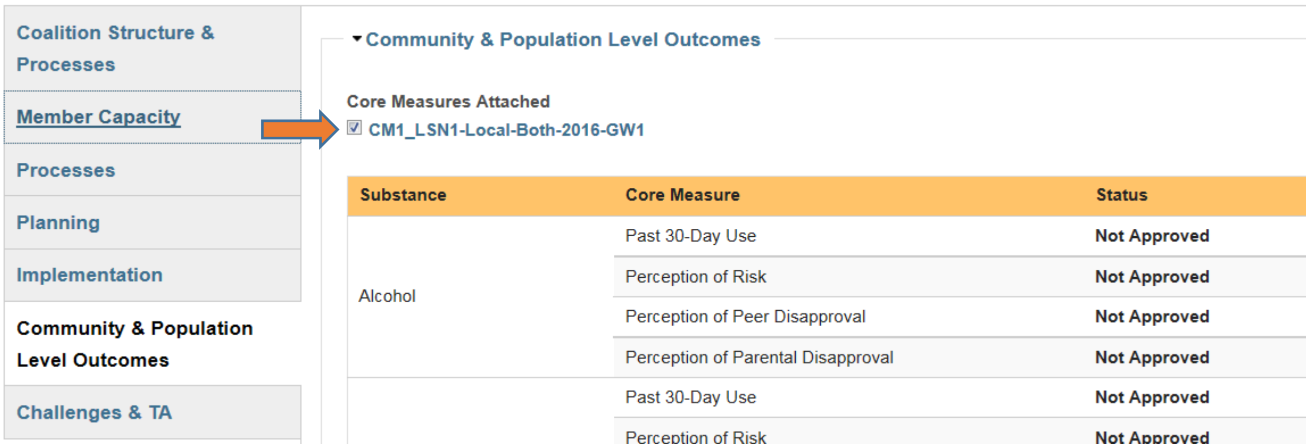
24. In the window that popped up, select the file from where you have it saved it on your computer and click **Open**.



25. Then click **Upload**.

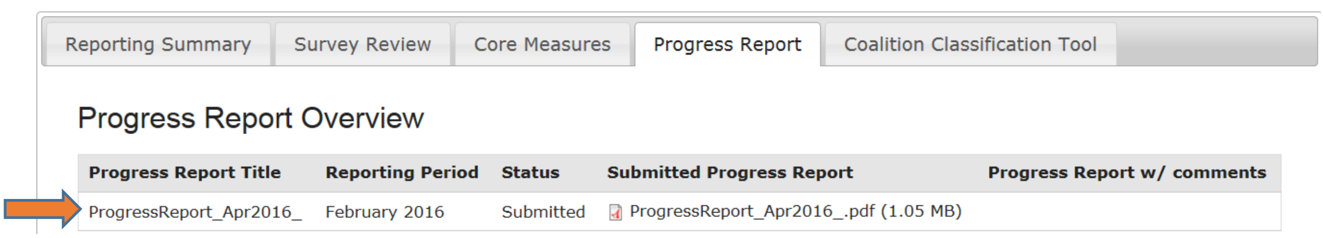


26. If you have Core Measures that have been marked as ‘Ready for Submission with a Progress Report’ you can attach them to this Progress Report in the **Community & Population Level Outcomes** section. In this section, mark the checkbox next to the core measures form(s) that you would like to submit with this Progress Report.

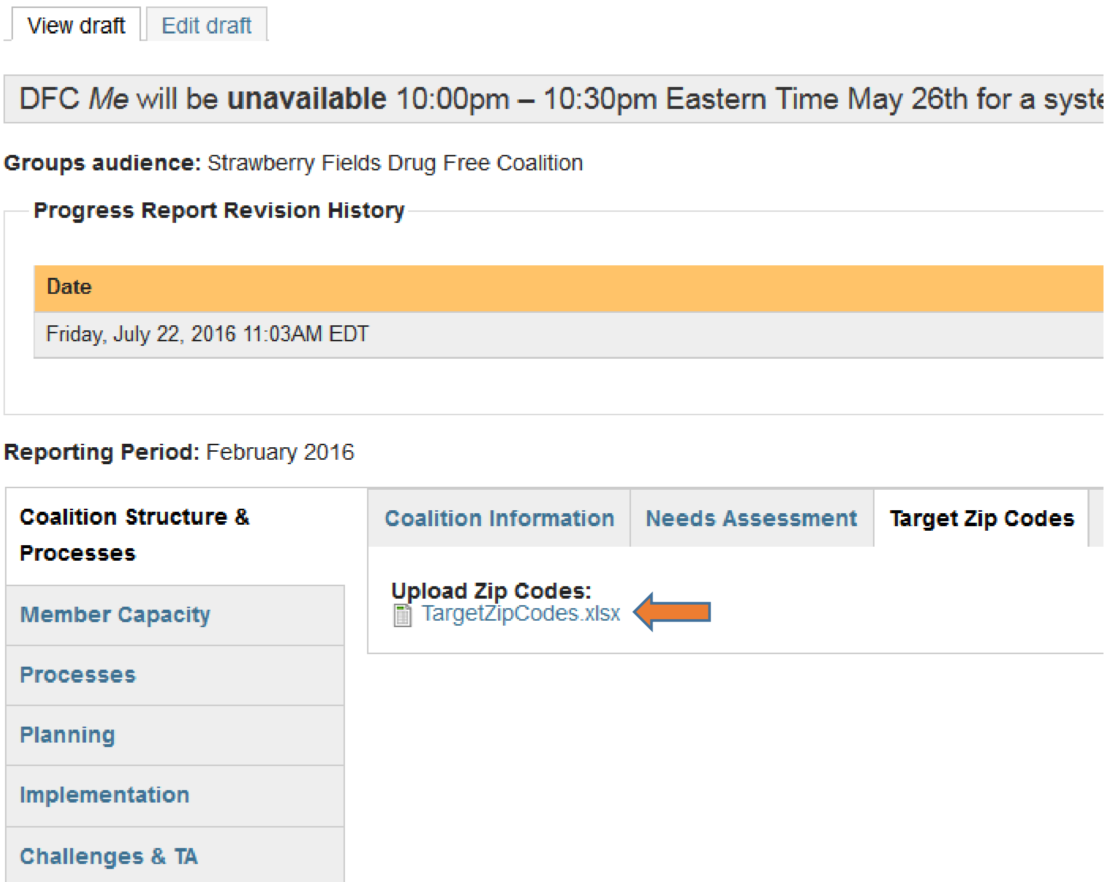


How to View Progress Report Attachments after Submitting

1. To view Progress Report attachments that have been submitted with a Progress Report, first navigate to the **Progress Report Overview** page and click the report title.



2. To view each attachment, navigate to the section where they were attached when you filled out your Progress Report. For example, to view your Target Zip Codes attachment, navigate to the **Target Zip Codes** section. If there is a link to the file you uploaded, then you know that your file is successfully attached to the Progress Report.



3. Click the **Member Capacity** section. If there is a link to the Member Roster file you uploaded, then you know that your file is successfully attached to the Progress Report

Reporting Period: February 2016

Coalition Structure & Processes

Member Capacity

Processes

Planning

Implementation

Challenges & TA

Member Capacity:

Membership

Number of formal coalition meetings held during this period.

Average attendance at coalition meetings (not including paic
sector member):

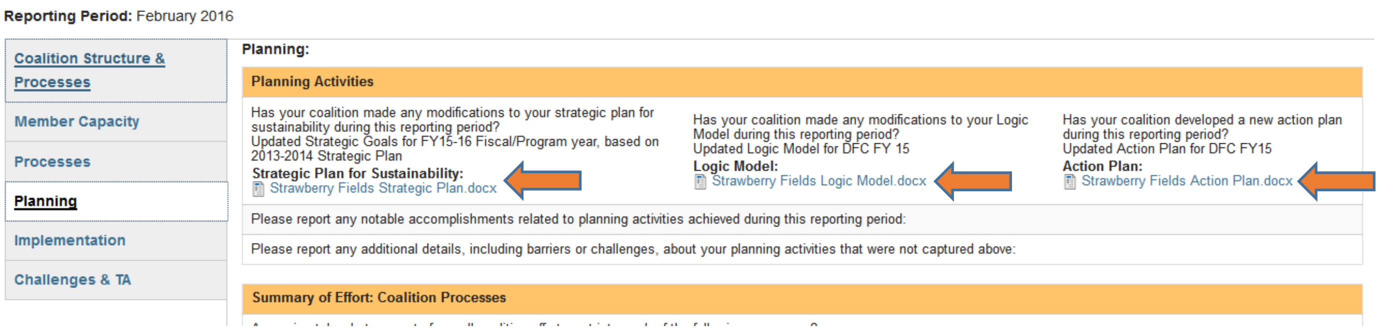
Sectors	How m membe sector?
Parents	
Youth	
Business Community	
Civic/Volunteer Groups	
Healthcare Professionals	
Law Enforcement Agency	
Media	
Religious/Fraternal Organizations	
Schools	
State, Local, and/or Tribal Government Agencies	
Youth-Serving Organizations	
Other Organization with Expertise in Substance Abuse (please specify up to one additional sector)	

Member Roster

Member Roster File:
Member Roster.xlsx

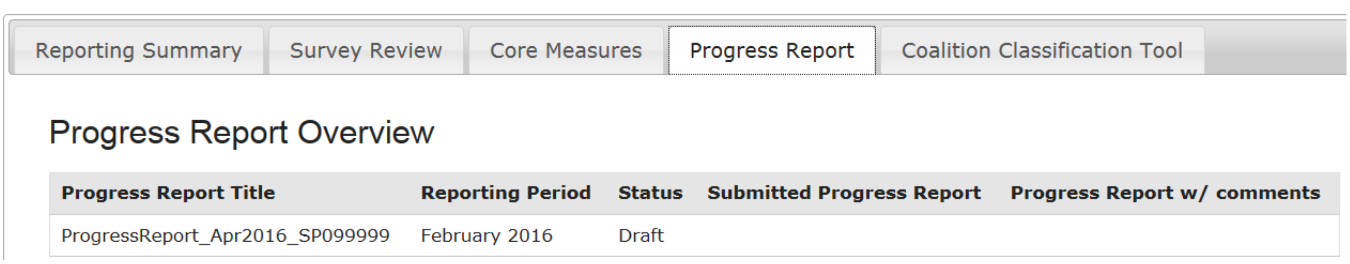
Capacity Building Activities
Capacity building activities include any efforts explicitly des
activities, evaluate, improve, and sustain coailtion functionin

4. Click the **Planning** section. If there is a link to the file you uploaded, then you know that your file is successfully attached to the Progress Report.



Explanation of Columns in the Progress Report Overview

5. On the Progress Report Overview page there are 5 columns:
    a. **Progress Report Title:** This is a link that will take you to a page where you can view a Progress Report that you have already submitted, or continue a current draft.
    b. **Reporting Period:** Lets you know which reporting period a Progress Report pertains to.
    c. **Status:** Lets you know which status your Progress Report is in. You will only be able to edit Progress Reports that are in the status of Draft.
    d. **Submitted Progress Report:** This is a link to download a Progress Report that you have already submitted.
    e. **Progress Report w/ comments:** This is a link to download a Progress Report that contain notes and comments from your Project Officer.

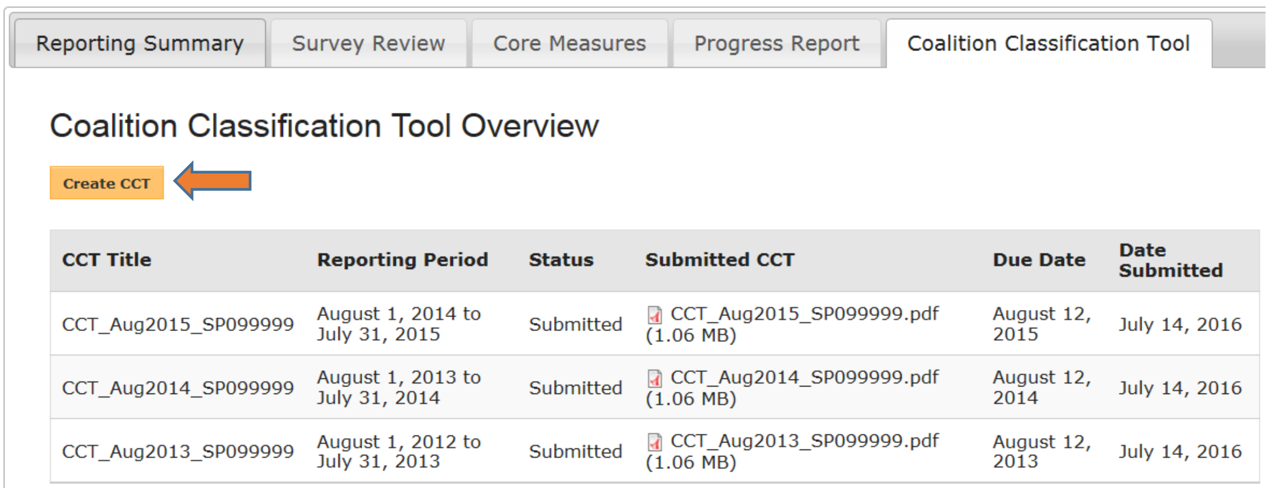


Coalition Classification Tool (CCT)

How to Submit a CCT

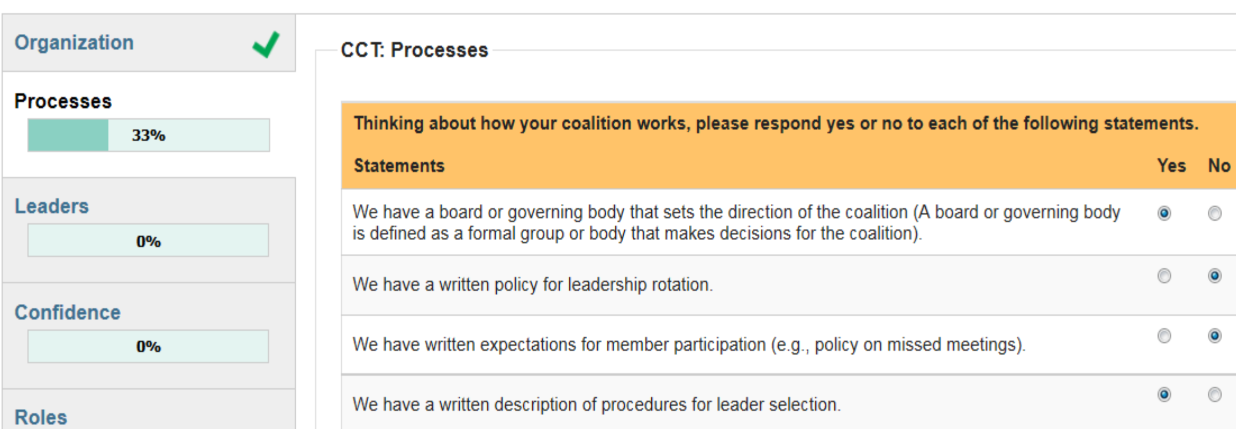
1. To begin a CCT, click the **Reporting** tab in the main navigation bar.

2. Click **Create CCT**.



CCT Title	Reporting Period	Status	Submitted CCT	Due Date	Date Submitted
CCT_Aug2015_SP099999	August 1, 2014 to July 31, 2015	Submitted	CCT_Aug2015_SP099999.pdf (1.06 MB)	August 12, 2015	July 14, 2016
CCT_Aug2014_SP099999	August 1, 2013 to July 31, 2014	Submitted	CCT_Aug2014_SP099999.pdf (1.06 MB)	August 12, 2014	July 14, 2016
CCT_Aug2013_SP099999	August 1, 2012 to July 31, 2013	Submitted	CCT_Aug2013_SP099999.pdf (1.06 MB)	August 12, 2013	July 14, 2016

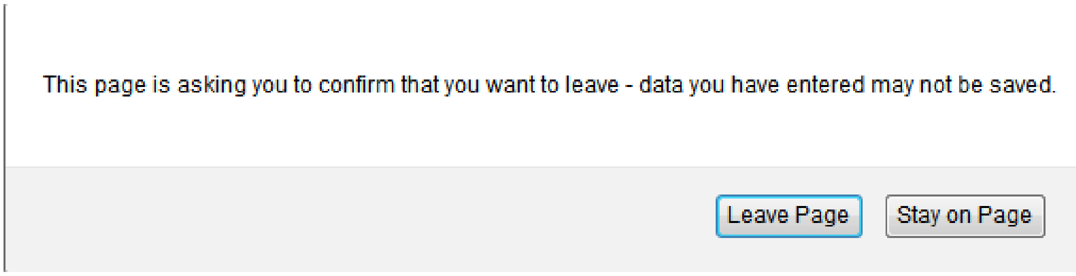
3. This will bring you to a page titled **Create CCT** where you can begin to fill out the CCT. As you select your responses, the progress bars will increase. When you reach the end of a section, the progress bar will turn into a check mark, letting you know that you have finished that section.



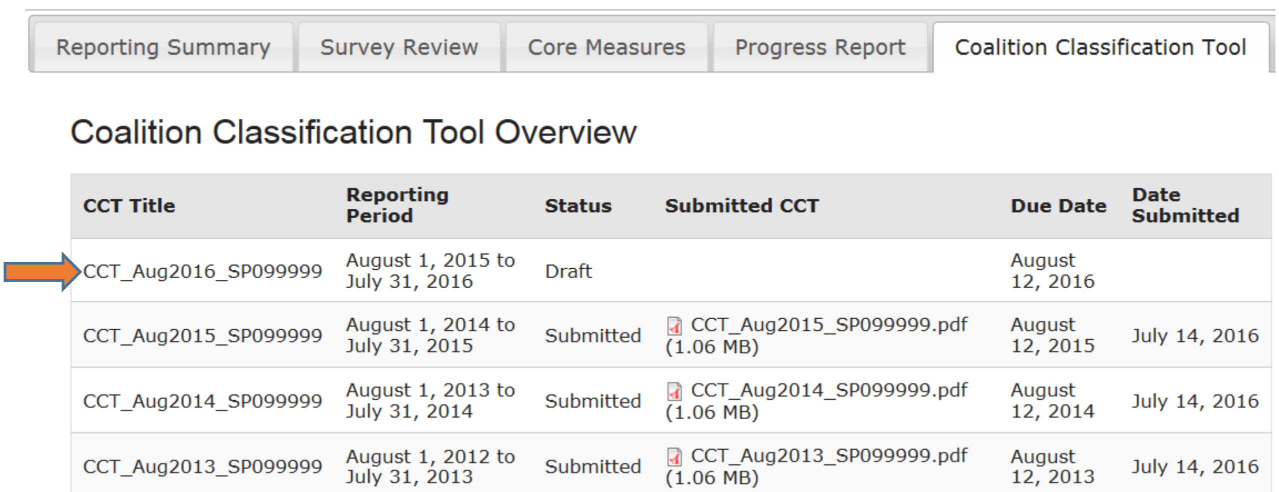
4. At the bottom of the page there are two options: **Save** and **Cancel.**

a. Select **Save** at any time to save your progress.

a. Select **Cancel** to leave the Progress Report form. If you have unsaved work, you will be asked to save before leaving the form.



5. You will be able to submit your CCT every year during a submission window of August 1st to August 19th. Beginning August 1st there will be a **Submit** button at the bottom of the page that you can use to submit your CCT.
6. Once you submit, your Project Officer must acknowledge receipt of your CCT. Once your Project Officer accepts your CCT, you will receive a notification and the status of your CCT will change to Approved.
7. To continue a CCT that you have saved as a draft, click the **CCT** title in the **CCT Overview** table.


Reporting Summary | Survey Review | Core Measures | Progress Report | Coalition Classification Tool

Coalition Classification Tool Overview

CCT Title	Reporting Period	Status	Submitted CCT	Due Date	Date Submitted
CCT_Aug2016_SP099999	August 1, 2015 to July 31, 2016	Draft		August 12, 2016	
CCT_Aug2015_SP099999	August 1, 2014 to July 31, 2015	Submitted	CCT_Aug2015_SP099999.pdf (1.06 MB)	August 12, 2015	July 14, 2016
CCT_Aug2014_SP099999	August 1, 2013 to July 31, 2014	Submitted	CCT_Aug2014_SP099999.pdf (1.06 MB)	August 12, 2014	July 14, 2016
CCT_Aug2013_SP099999	August 1, 2012 to July 31, 2013	Submitted	CCT_Aug2013_SP099999.pdf (1.06 MB)	August 12, 2013	July 14, 2016

Explanation of Columns in the CCT Overview

2. On the **CCT Overview** page there are 6 columns:
   a. **CCT Title:** This is a link that will take you to a page where you can view a CCT that you have already submitted, or continue your draft of the CCT.

b. **Reporting Period:** Lets you know which reporting period each CCT is pertaining to.

c. **Status:** Lets you know which status your CCT is in. **NOTE**: You will only be able to edit the CCT if the status is Draft.

d. **Submitted CCT:** This is a link to download a submitted CCT. **NOTE**: This link will only be there if the CCT has been submitted.

e. **Due Date:** Lets you know when the CCT is (or was) due.

f. **Date Submitted:** Lets you know when the CCT was submitted. **NOTE**: There will only be a date here if you have submitted your CCT.

Explanation of CCT Statuses

1. During the CCT acceptance process, the CCT will go through a series of statuses:
   a. Before a CCT is submitted, the status is in **Draft**.
   b. Once the CCT is submitted, the status is **Submitted**.
   c. Once your Project Officer has accepted the CCT, the status becomes **Approved**.

Reporting Summary | Survey Review | Core Measures | Progress Report | Coalition Classification Tool

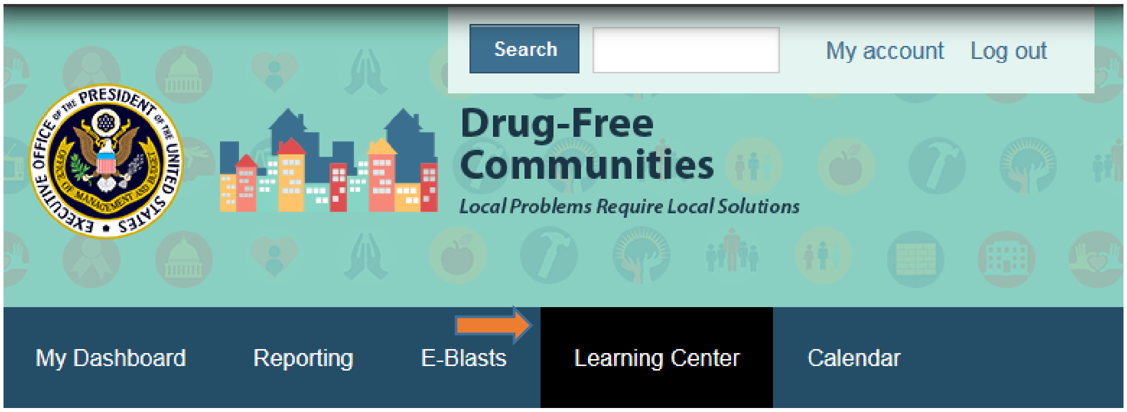
Coalition Classification Tool Overview

CCT Title	Reporting Period	Status	Submitted CCT	Due Date	Date Submitted
CCT_Aug2016_SP099999	August 1, 2015 to July 31, 2016	Draft		August 12, 2016	
CCT_Aug2015_SP099999	August 1, 2014 to July 31, 2015	Submitted	CCT_Aug2015_SP099999.pdf (1.06 MB)	August 12, 2015	July 14, 2016
CCT_Aug2014_SP099999	August 1, 2013 to July 31, 2014	Submitted	CCT_Aug2014_SP099999.pdf (1.06 MB)	August 12, 2014	July 14, 2016
CCT_Aug2013_SP099999	August 1, 2012 to July 31, 2013	Submitted	CCT_Aug2013_SP099999.pdf (1.06 MB)	August 12, 2013	July 14, 2016

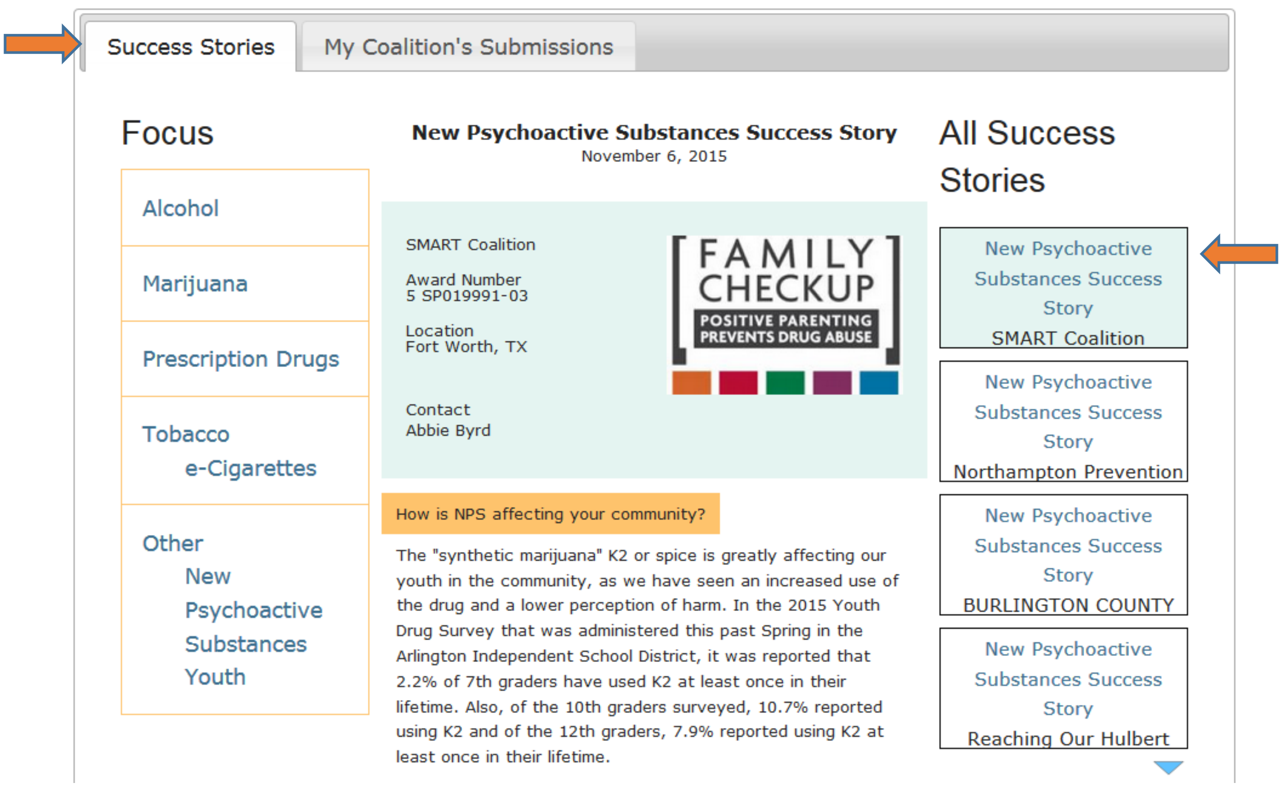
Learning Center

How to View Success Stories

1. Click the **Learning Center** menu item in the main navigation bar.
2. The system will navigate to a page titled **Learning Center.**



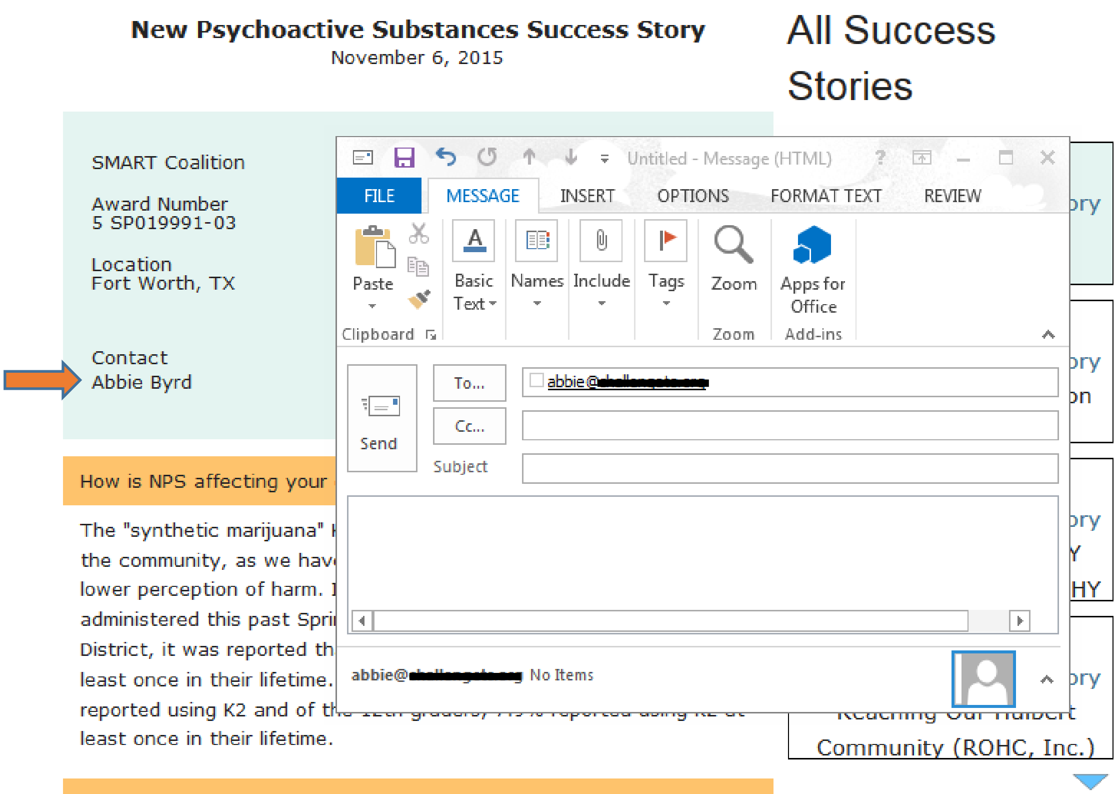
3. The **Success Stories** tab displays success stories submitted by coalitions that have been cleared to publish.
4. To filter by a particular substance, click one of the categories under the **Focus** section on the left side of the page.



5. On the right side of the page, you can scroll through the stories. Click a title in the scroll bar to view a particular success story.

6. The selected success story will appear in the center of the page. Above the story, you will find the coalition name, award number, location, and contact name for the coalition who submitted the success story.

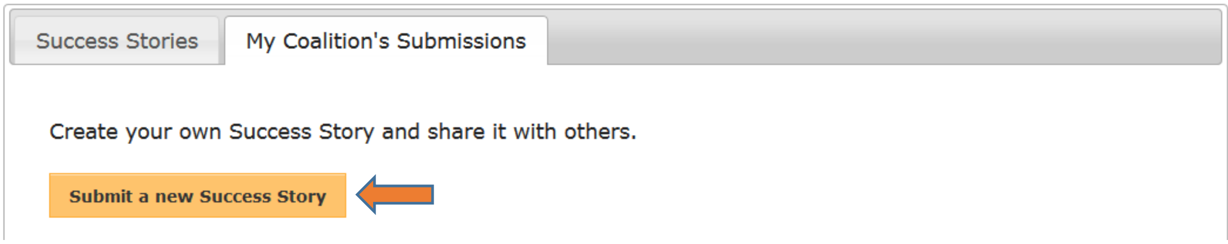
7. Click the contact name to open an outgoing email in your email program to a person from the coalition who submitted the success story.



How to Submit a Success Story

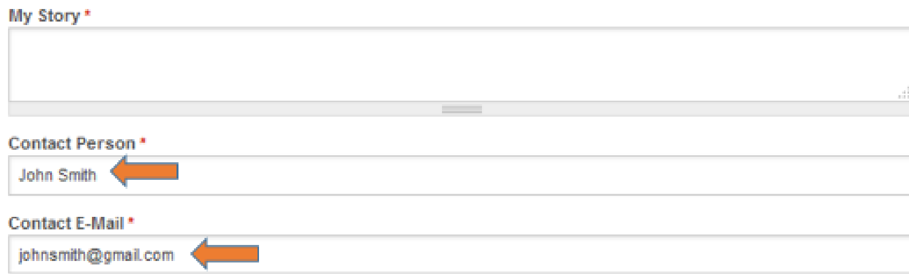
1. Click the **Learning Center** menu item in the main navigation bar.
2. The system will navigate to a page titled **Learning Center**.

3. Click the tab called **My Coalition's Submissions**.
4. On the resulting page, click the button called **Submit a new Success Story**.

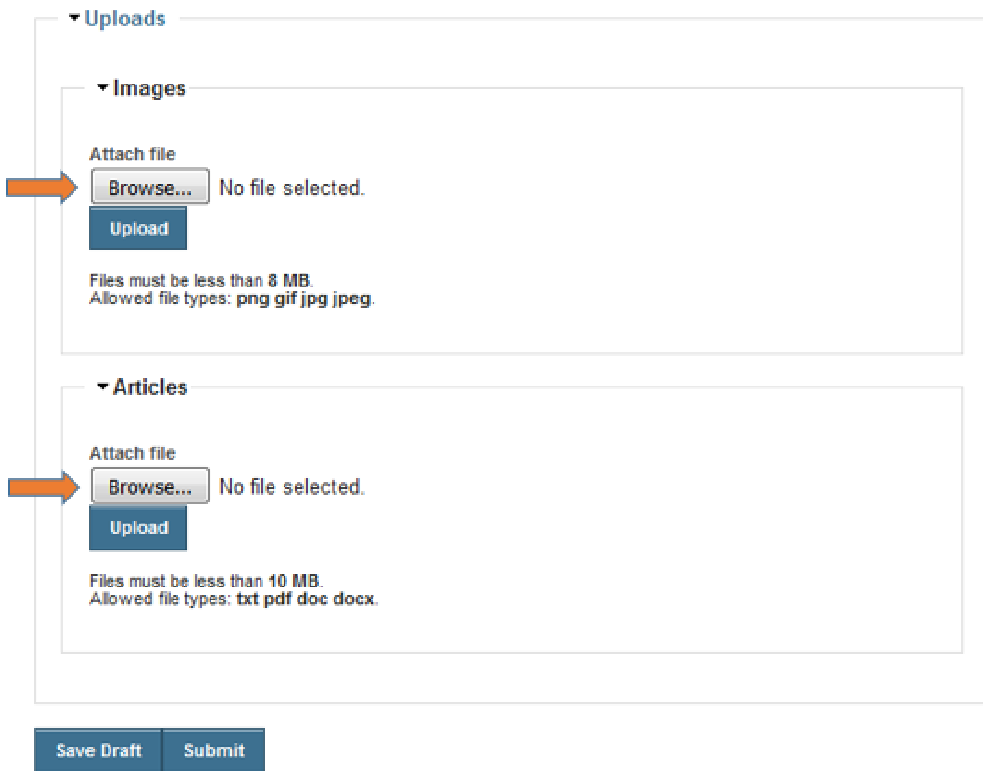


5. In the first box, enter a title for your success story.
6. To upload a featured image, in the **Featured Image** section click **Browse** and select an image from your computer. Then click **Upload**.

7. In the box labeled **My Story**, enter the success story that you would like to share with the ONDCP.
8. In the box labeled **Contact Person**, enter the name of the person from your coalition that can be contacted about this success story.
9. In the box labeled **Contact Email**, enter the email address of the person from your coalition that can be contacted about this success story.

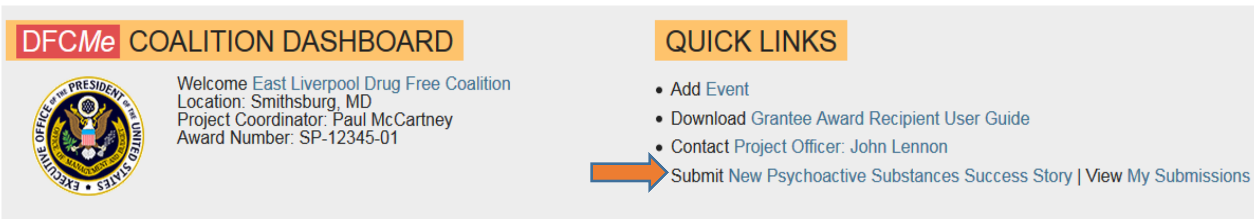


10. To upload additional images, click **Browse** in the **Images** section and select an image from your computer. You can upload up to four images.
11. To upload articles with your success story, click **Browse** in the **Articles** section and select an article from your computer. You can upload up to three articles.
12. At the bottom of the page there are two options: **Save Draft** and **Submit**.
    a. Select **Save Draft** to save the success story and finish it later. After saving, the success story can then be accessed in the **My Coalition's Submissions** tab in the Learning Center.
    b. Select **Submit** to submit the sucess story to the ONDCP.



How to Submit an ONDCP Requested Success Story

1. Occasionally, the ONDCP will send out E-Blasts requesting that coalitions submit a success story about a particular topic. In these success stories, each coalition will need to respond to 2-3 questions. Your coaliton's response to these questions will be the success story that is shared with ONDCP.
2. The link to these success stories would be found in the **Quick Links** section on your Dashboard page. The link can also be found in the E-Blast itself.



3. Follow the same steps to submit this success story as described in the section above.
4. After submitting, the success story can then be found in the **Submitted for Review** table in the **My Coalition's Submissions** tab in the Learning Center.

Training & Help

How to Find Training Resources or Technical Assistance

1. At the bottom of the Dashboard page, there is a box titled "Training & Help" that contains information, including recorded training webinars and links to contact the National Evaluation Team for technical assistance.
   a. To view an updated list of SAMHSA Government Project Officers or Grants Management Specialists, click the **SAMHSA Government Project Officer (GPO)** or **Grants Management Specialist (GMS)**. You will be directed to a whitehouse.gov site where you will find a link under **SAMHSA Contacts**.
   b. To view the recorded trainings, click on the title of each training.
   c. To reach the CADCA technical assistance page, click the **CADCA's National Coalition Institute (NCI)** link in the Dashboard page under the **Training & Help** section.
   d. To request assistance from the DFC National Evaluation Team, click the **National Evaluation Team** link in the Dashboard page under the **Training & Help** section.

TRAINING & HELP

Training and Technical Assistance (TA) is always available for DFC recipients. Each DFC recipient is assigned a SAMHSA Government Project Officer (GPO) and Grants Management Specialist (GMS) once awarded a DFC grant.

Click on the title to view each training:

- **Progress Reporting 101** (*72 minutes*)
- **Coalition Classification Tool 101** (*17 minutes*)
- **Core Measures Reporting in DFC *Me*** *(23 minutes)*
- **Saving and Submitting in DFC *Me*** *(15 Minutes)*
- **The Survey Review Process in DFC *Me*** *(33 minutes)*

Assistance is also available to DFC recipients via CADCA's National Coalition Institute (NCI) TA Manager and the National Evaluation Team.

DFC Partners

- In the Dashboard in the **DFC Partners** section, click the **SAMHSA** link and the system will navigate to the SAMHSA homepage.
- Click the **CADCA** link and the system will navigate to the CADCA homepage.

DFC PARTNERS

The Drug-Free Communities Support Program is a collaborative effort between the Office of National Drug Control Policy and its two partners - the Substance Abuse and Mental Health Services Administration (SAMHSA) and Community Anti-Drug Coalitions of America (CADCA).

- SAMHSA
- CADCA

Substance Abuse and Mental Health Services Administration

SAMHSA

www.samhsa.gov