

**Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention**

**Drug Free Communities Mentoring Program
(Initial Announcement)**

Request for Applications (RFA) No. SP-09-003

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.276

TABLE 1: KEY DATES

Application Deadline	April 24, 2009
Intergovernmental Review (E.O. 12372)	Letters from State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.
Public Health System Impact Statement (PHSIS)/SSA Coordination	Applicants must send the PHSIS to appropriate State and local health agencies by application deadline. Comments from Single State Agency are due no later than 60 days after application deadline.

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EXECUTIVE SUMMARY

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) announce the availability of funds for new FY 2009 Drug Free Communities Mentoring Program (DFC Mentoring) grants.

The purpose of the DFC Mentoring Program is to provide grant funds to existing DFC grantees so that they may serve as Mentors to newly-formed and/or developing coalitions that have never received a DFC grant. Mentoring grant funds should be used for the direct benefit of the Mentee Community/Coalition. Through the support of DFC mentoring funds, Mentor Coalitions are expected to share their expertise with non-grantee coalitions (Mentee Community/Coalition) and enable them to function independently in their community. Funding through this grant should support access for the Mentee Community/Coalition to the training and technical assistance necessary to help them form a community coalition and pursue a DFC grant. It is the intent of the DFC Mentoring Program that communities mentored through this effort will form functioning coalitions working to reduce youth substance abuse at the community level, and that those coalitions should meet the basic eligibility criteria of the DFC program and be able to address the two primary DFC goals listed below.

DFC Mentoring grants are designed to support the overall goals of the Drug Free Communities Program, a collaborative initiative led by ONDCP in partnership with SAMHSA. The DFC Program has two primary goals:

- Establish and strengthen collaboration among communities, private nonprofit agencies, and Federal, State, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.
- Reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse. (Substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, marijuana, inhalants, alcohol and tobacco, where their use is prohibited by Federal, State, or local law.) *Note: DFC-funded coalitions MUST focus on multiple drugs of abuse. When the term “drug” or “substance” is used in this funding announcement, it is intended to include all of the above drugs.*

Funding Opportunity Title:	Drug Free Communities Mentoring Program
Funding Opportunity Number:	SP-09-003
Due Date for Applications:	April 24, 2009
Anticipated Total Available Funding:	\$1.2 million
Estimated Number of Awards:	16 (one award per grantee)
Estimated Individual Award Amount:	Up to \$75,000 per year
Length of Project Period:	Up to 2 years
Eligible Applicants:	Only existing DFC grantees are eligible to apply. [See Part III of this RFA for complete eligibility information.]

I. FUNDING OPPORTUNITY DESCRIPTION

1. INTRODUCTION

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) announce the availability of funds for new FY 2009 Drug Free Communities Mentoring Program (DFC Mentoring) grants.

The purpose of the DFC Mentoring Program is to provide grant funds to existing DFC grantees so that they may serve as Mentors to newly-formed and/or developing coalitions that have never received a DFC grant. Mentor grant funds should be used for the direct benefit of the Mentee Community/Coalition. Through the support of DFC mentoring funds, Mentor Coalitions are expected to share their expertise with non-grantee coalitions (Mentee Community/Coalition) and enable them to successfully compete for a DFC grant. Funding through this grant should support access for the Mentee Community/Coalition to the training and technical assistance necessary to help them form a community coalition and pursue a DFC grant. It is the intent of the DFC Mentoring Program that communities mentored through this effort will form functioning coalitions working to reduce youth drug use at the community level, and that those coalitions should meet the basic eligibility criteria of the DFC program and be able to address the two primary goals of DFC listed below.

DFC Mentoring grants are designed to support the overall goals of the Drug Free Communities Program, a collaborative initiative led by ONDCP in partnership with SAMHSA. The DFC Program has two primary goals:

- Establish and strengthen collaboration among communities, private nonprofit agencies, and Federal, State, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.
- Reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse. (Substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, marijuana, inhalants, alcohol and tobacco, where their use is prohibited by Federal, State, or local law.) *Note: DFC-funded coalitions must focus on multiple drugs of abuse. When the term “drug” or “substance” is used in this funding announcement, it is intended to include all of the above drugs.*

The Drug Free Communities Program (DFC) was created by the Drug Free Communities Act, 1997 (Public Law 105-20). DFC Mentoring grants were established as a component of the DFC Program when the DFC Program was reauthorized on

December 14, 2001, through P.L. 107-82, 115 Stat. 814 (2001). Congress again demonstrated its support for the DFC Mentoring effort when the DFC Program and the DFC Mentoring Program were reauthorized in December of 2006 (Public Law 109-469). This program addresses Healthy People 2010 focus area 26 (Substance Abuse).

The coalitions that have been awarded DFC Mentoring grants represent a cross-section of communities from every region in the nation. In FY 2008, ONDCP awarded 14 new DFC Mentoring Grants and 17 Mentoring Continuation grants. More information about DFC and DFC Mentoring grants can be found on the DFC Web site (<http://www.ondcp.gov/dfc/>).

2. EXPECTATIONS

DFC Mentoring grantees are expected to assist one or more communities in the development of community-based coalitions that are working to reduce and prevent youth drug use in their target communities. By building the capacity of non-DFC communities to assess their communities' unique challenges and organize a coalition-based response to those challenges, the mentoring process should better prepare Mentee Communities/Coalitions to build drug-prevention coalitions which can successfully compete for a DFC grant.

Funding through this grant should support access for the Mentee Community/Coalition to the training and technical assistance necessary to help them form a community coalition and pursue a DFC grant. It is the intent of the DFC Mentoring Program that communities mentored through this effort will form functioning coalitions working to reduce youth drug use at the community level, and that those coalitions should meet the basic eligibility criteria of the DFC program and be able to address the two primary goals of DFC.

Additionally, the Mentor Coalition is expected to mobilize key sectors of its community in a peer-to-peer effort in the formation of its coalition. The DFC Mentoring Program seeks to combine both staff and volunteer resources from the Mentor Coalition and Mentee Community/Coalition to successfully support the development of a functioning coalition in the Mentee Community/Coalition.

The types of activities that are expected and allowable include, but are not limited to, education of community members in the Mentee Community/Coalition's target community, training for Mentee Community/Coalition members and community leaders, assistance with the development of both strategic and action plans, and assistance with data collection and analysis.

2.1 Strategic Prevention Framework Requirement



DFC Mentor Coalitions are expected to assist Mentee Communities/Coalitions in using the Strategic Prevention Framework (SPF) to develop their strategic plans. SPF is a five-step, evidence-based process for community planning and decision-making. The five-step process includes: 1) needs assessment (profile community needs); 2) capacity building (mobilize/build capacity to address community needs); 3) planning (develop a comprehensive strategic plan); 4) implementation (implement the plan with multiple interventions demonstrated to be

effective); and 5) evaluation (monitor, sustain, improve or replace prevention interventions). To eventually compete for a DFC grant, a Mentee Community/Coalition must demonstrate a capacity to implement the plans developed through the SPF process. Therefore, effective use of the SPF should be a key focus of the mentoring process.

2.2 Data and Performance Measurements Requirements

The Government Performance and Results Act of 1993 (P.L.103-62, or “GPRA”) requires all Federal agencies to set program performance targets and report annually on the degree to which the previous year’s targets were met. A requirement of the DFC Mentoring Program grantees is to report on the four measures listed below.

1. Whether or not they have developed baseline and follow-up measures of drug use and related substance abuse problems in Mentee Communities/Coalitions, for the following:
 - age of onset of any drug use, including alcohol, marijuana, and tobacco
 - past 30 day use among youth, including alcohol, marijuana, and tobacco
 - perception of risk or harm of alcohol, marijuana, and tobacco use among youth
 - perception of parental disapproval of use by youth, including alcohol, marijuana, and tobacco
2. Whether or not they have developed a comprehensive substance abuse prevention strategic plan or updated a previous plan in Mentee Communities/Coalitions.

3. Whether or not they have a strategic plan that incorporates environmental strategies to reduce youth drug use in Mentee Communities/Coalitions.
4. Whether or not they use the Strategic Prevention Framework in their planning processes in Mentee Communities/Coalitions.

DFC Mentoring grant recipients are required to report once a year on Mentee Community/Coalition progress for each of the four measures. For example, if “Coalition A” receives a DFC Mentoring grant to work with “Coalition Z”, then “Coalition A” must report whether “Coalition Z” has developed baseline and follow-up measures of the four substance abuse measures listed above. “Coalition A” is also required to report whether “Coalition Z” has developed a comprehensive substance abuse prevention plan, whether that plan includes environmental strategies, and whether “Coalition Z” is using the SPF in its planning process.

The terms and conditions of the grant award will specify the information to be submitted and the schedule for submission of that information.

2.3 National DFC Cross-Site Evaluation

DFC Mentoring Coalitions must participate in DFC’s National Cross-Site Evaluation. This includes the annual submission of information on the four GPRA measures described in Section 2.2, as well as other communication and contact with the national cross-site evaluation team on an as-needed basis.

2.4 National Meeting Requirement

In the first year of funding, representatives from both the Mentor Coalition and the Mentee Community/Coalition (a minimum of one from each) will be required to attend the DFC New Grantee Training held in Washington, DC. In the second year of funding, grantees must budget for a three-day training “to be determined” by ONDCP that would include one representative each from the Mentor Coalition and Mentee Community/Coalition. This is in addition to any other training(s) that the grantee may budget for and plan to attend. If a training is mandatory for grantees, ONDCP will notify grantees of the date, time and exact location as far in advance as possible. If there are no mandatory trainings, grantees may work with their Project Officer and Grants Management Specialist to redirect the money for other trainings and/or activities.

II. AWARD INFORMATION

1. AWARD AMOUNT

ONDCP expects to award approximately \$1.2 million for 15 FY 2009 DFC Mentoring grants through this RFA. DFC Mentoring grants will be available to eligible coalitions in amounts of up to \$75,000 per year for up to two years. Funds for the second year of

the grant are distributed as non-competing continuation awards. Continuation awards are contingent upon the availability of DFC funds, the continued ability of grantees to demonstrate eligibility, grantee progress in meeting grant requirements, and timely submission of the continuation application as well as required data and reports.

Under the terms of this announcement, applicants may request and receive funding to mentor one or more coalitions for a maximum of two years. A DFC Mentoring grant may not be used to mentor the same coalition for more than two years. A DFC coalition may only have one DFC Mentoring grant at a time.

2. FUNDING MECHANISM

DFC Mentoring Program awards will be made as grants.

III. ELIGIBILITY REQUIREMENTS

1. ELIGIBLE APPLICANTS

All coalitions applying for a DFC Mentoring grant must meet the following eligibility criteria or the application will not be considered for funding. (The information provided in the sections of the application identified below will be considered in determining whether or not an individual applicant meets the eligibility criteria).

DFC MENTORING GRANT ELIGIBILITY REQUIREMENTS	WHERE AND HOW TO DOCUMENT
1. The Mentor Coalition must have been in existence for at least five years.	1. In Section K (Information and Demographics), provide the date the Mentor Coalition was established.

DFC MENTORING GRANT ELIGIBILITY REQUIREMENTS	WHERE AND HOW TO DOCUMENT
<p>2. The Mentor Coalition must be in compliance with all requirements of their existing DFC Grant (i.e., DFC reporting and Grants Management requirements-- --See Section L (Disclosure of DFC Coalition Information) for the previous year and for the full duration of the mentoring grant.</p> <p>Note: In order to qualify for a DFC Mentoring grant, you must have a continuation award (Years 2-5 or Years 7-10) for an existing DFC grant or, if you are a coalition applying for a new (2nd cycle, Year 6) DFC grant, you can be considered only if you are awarded the 2nd cycle (Year 6) DFC grant.</p>	<p>2. In Section L (Disclosure of Coalition Information), provide information documenting previous and existing DFC grant awards.</p>
<p>3. The Mentor Coalition must have achieved, through its own efforts, measurable results in the prevention of substance abuse among youth.</p>	<p>3. In Section B (Question B2) of the Project Narrative, describe current or previous DFC Mentor Coalition outcomes.</p>
<p>4. The Mentor Coalition must have at least one staff person as well as sector volunteers willing to serve as mentors to the Mentee Community/Coalition in the prevention of substance abuse.</p>	<p>4. In Section B (Question B4) of the Project Narrative, provide: 1) a list of individuals from the Mentor Coalition (staff members/volunteers) who will participate in the mentoring project, and 2) a description of the role of each individual.</p>
<p>5. The Mentor Coalition must propose to serve a Mentee Community(ies)/Coalition(s) that is not currently and never has been funded through the DFC grant program</p>	<p>5. In Section L (Disclosure of Coalition Information), provide certification of Mentee Community/Coalition funding status.</p>
<p>6. The Mentor Coalition must demonstrate that there is a willingness on the part of the Mentee Community/Coalition and its target community to actively participate in the mentoring process.</p>	<p>6. In Section G of Supporting Documentation, applicants must submit Memoranda of Understanding between the Mentor Coalition and Mentee Community/Coalition and/or Community.</p>
<p>7. The Mentor Coalition may not request more than \$75,000 in Federal funds per year.</p>	<p>7. In Section F, provide budget request.</p>
<p>8. The Mentor Coalition must demonstrate</p>	<p>8. In Section F, provide budget match</p>

DFC MENTORING GRANT ELIGIBILITY REQUIREMENTS	WHERE AND HOW TO DOCUMENT

2. COST SHARING

DFC Mentoring Program applicants must demonstrate that they have matching funds from non-Federal sources on a dollar-for-dollar basis. DFC Federal or non-Federal funds may not be used to meet the matching requirements for DFC Mentoring applicants. Applicants may not identify the same match for this application as identified for their existing DFC grant. In-kind support may be used for the match requirement. In-kind support includes the value of goods and services donated to the operations of the coalition. Typical examples include donated office space, volunteer secretarial services, pro bono accounting services, or other personnel serving in a voluntary capacity.

Federal funds, including those passed through a State or local government *cannot* be used as a match, *except* in the case of a coalition that includes a representative of the Bureau of Indian Affairs, Indian Health Service, or a tribal government agency with expertise in the field of substance abuse.

Applicants must itemize the match separately in the budget justification. A sample budget and budget justification is provided in Section F of this RFA. Awards will not be made to applicants who do not meet the match requirements.

3. OTHER

Applicants must use Application Form PHS 5161-1 and follow all application submission and formatting requirements or their application **will not be reviewed**. Application submission and formatting requirements are provided in Appendix 1 of this RFA.

IV. APPLICATION AND SUBMISSION REQUIREMENTS

1. ADDRESS TO REQUEST APPLICATION PACKAGE

You may request a complete application package from the SAMHSA Health Information Network (SHIN) at 1-877-SAMHSA7 [TDD: 1-800-487-4889]. You also may download the required documents from the SAMHSA Web site at:

<http://www.samhsa.gov/grants/apply.aspx>.

Additional materials available on this Web site include:

- a grant writing technical assistance manual for potential applicants;
- standard terms and conditions for SAMHSA grants;

- guidelines and policies as they relate to SAMHSA grants (e.g., guidelines on cultural competence, consumer and family participation, and evaluation); and
- a list of certifications and assurances referenced in item 21 of the (SF) 424 v2.

When submitting an application, be sure to type “**DFC Mentoring Program (RFA No. SP-09-003)**” in Item Number 12 on the face page of the application form. Also, applicants must provide a DUNS Number on the face page of the application. To obtain a DUNS Number, access the Dun and Bradstreet Web site at <http://www.dnb.com/us/> or call 1-866-705-5711.

Application support information about this grant may be found on the Drug Free Communities Web site at <http://www.ondcp.gov/dfc/>. General information about writing applications for SAMHSA grants is available online at <http://www.samhsa.gov/grants/apply.aspx>.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

Information including required documents, application components, and application formatting is available in Appendix 1 of this RFA.

Applicants should note that failure to comply with certain application formatting requirements in Appendix 1 will result in their application being screened out and not considered for funding.

3. SUBMISSION DATES AND TIMES

Applications must be received by **April 24, 2009**. You will be notified by postal mail within 30 days that your application has been received. Additional submission information is available in Appendix 1 of this RFA. **Applications that are not received by the application deadline will be screened out and will not be reviewed.**

4. INTERGOVERNMENTAL REVIEW

Applications for this funding opportunity must comply with Executive Order 12372 (E.O.12372). E.O. 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part 100, sets up a system for State and local review of applications for Federal financial assistance. Instructions for complying with E.O.12372 are provided in Appendix 1 of this RFA. A current listing of State Single Points of Contact (SPOCs) is included in the application kit and is available at <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. FUNDING RESTRICTIONS

DFC Mentoring Program grantees must adhere to funding restrictions listed in Appendix 1 of this RFA.

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

In the Project Narrative section of the application, you should describe how you will use DFC Mentoring grant and matching funds according to the Evaluation Criteria outlined below in Sections A-E. Your application will be reviewed and scored according to the quality of your responses to each of the questions listed below for Sections A-E.

- In developing the Project Narrative section of your application, please use the instructions outlined below, which are tailored to this grant program. **These are to be used instead of the Program Narrative instructions found in the PHS 5161-1.**
- Sections A-E of your Project Narrative may be no longer than 25 pages combined.
- You must use the 5 sections/headings listed below in developing your Project Narrative. Be sure to place the required information in the correct section, or it will not be considered. **Your application will be scored according to how well you answer the questions in each section of the Project Narrative.**

You should answer every question and respond to every request in each category of the Project Narrative below. When providing the narrative response, please include the question or request shown directly above each response. Please note that the paragraph at the beginning of the Project Narrative Section below entitled Target Community Overview and Mentor/Mentee Relationship (**UNSCORED**) requests the applicant provide overview information to Sections A-E of the Project Narrative. It asks you to answer 4 questions about the proposed project. The Project Narrative requirements for Sections A-E are organized around the five steps of CSAP's Strategic Prevention Framework: 1) community assessment; 2) capacity building; 3) project planning; 4) implementation; and 5) evaluation.

- **Each sub-section narrative question will be judged on a four point scale (0-3).** 0= Unacceptable, 1= Marginal, 2= Good, and 3= Outstanding. A response is unacceptable if the reviewer judges that the response does not answer the question. A response is marginal if the reviewer judges that it falls short of adequately addressing the question. A response is good when the reviewer judges that the response is adequate but not exceptional. A response is outstanding when the reviewer judges that the response is fully comprehensive and exceptional.

- The number of points you receive for each question will be totaled to create a tallied score for that section. Appendix 2 of this RFA provides copies of the score sheets that will be used by peer reviewers to score applications.
- All peer reviewed applications will receive a total score between 0 and 100.
- The Supporting Documentation you provide in Sections F-M of your application will be considered during the peer review process, as well as in eligibility determinations and final award determinations.
- Applicants should consider cultural competence in each section of the Project Narrative. Mentors should work with community leaders of the Mentee Community/Coalition to assess the Mentee community's substance abuse problems and the connection between culture and diversity to those substance abuse problems for target population. As the strategic plan is developed and implemented, cultural issues should be considered and appropriately addressed. This includes ensuring that Mentoring Coalition staff and volunteers adequately represent the target population, members of the Mentee Community/Coalition have a voice in the plan, and strategies are culturally appropriate and address the needs of the target population.

Guidelines for addressing cultural competency for coalitions can be found on the Coalition Institute's Web site at <http://www.coalitioninstitute.org/>. Under the section labeled Coalition Resources, click on Cultural Competency Primer (PDF).

2. PROJECT NARRATIVE

TARGET COMMUNITY OVERVIEW AND MENTOR / MENTEE RELATIONSHIP

(UNSCORED)

As a supplement to responses to Sections A-E the applicant must provide a brief overview describing the Mentee Community/Coalition and/or area of focus. This "Community Overview" **should include the information outlined in the following four questions immediately below. Your Community Overview is not scored by the independent reviewers, but it does count toward the applications 25 page limit for this application and will be read by the independent peer reviewers.** (You **do not** need to retype the items 1-4 listed below as part of your response, but please use the heading "Community Overview").

COMMUNITY OVERVIEW

(Please retype the above header in your response)

1. Describe the target community(ies) that will receive mentoring grant assistance. In the description, include basic demographic and socioeconomic information including a breakdown of age, race, ethnicity, gender, socioeconomic status and total population.
2. Identify the specific geographic boundaries of the Mentee Community(ies)/Coalition, i.e., use zip codes, street/highway boundaries, school districts and/or other such locally designated descriptors.
3. Explain how and why the Mentee Community(ies)/Coalition(s) were identified. Briefly describe how the Mentor Coalition is uniquely positioned to help the target Mentee Community(ies)/Coalition(s) and/or area of focus develop/strengthen as a community coalition.
4. The Mentor should summarize the capacity of the members of its coalition to actively participate in this DFC mentoring grant and also to successfully collaborate with the Mentee Community/Coalition in the implementation this project. (The intention of the DFC Mentoring Program is to prepare Mentee Communities/Coalition to effectively compete for a DFC Grant by the end of the grant period.)

APPLICATION NARRATIVE (SECTIONS A-E) OVERVIEW

Sections (A-E) provide the applicant the opportunity to construct an application narrative describing the overall rationale and details explaining how the proposed mentor-mentee effort will work. These sections of the Request for Application (RFA) are rooted in CSAP's Strategic Prevention Framework (SPF) planning elements-Assessment, Capacity, Planning, Implementation and Evaluation. Narrative sections (A-E) will require descriptive information and responses from both the Mentor Coalition and Mentee Community/Coalition's perspective. The narrative you present in these sections will help reviewers understand the capacity of the Mentor Coalition and how it can best support the need and opportunity within the Mentee Community/Coalition to establish a coalition to address youth substance use and abuse. To assist reviewers in understanding both Mentor capacity and Mentee opportunity, some sections include formats or tables for you to use to best organize your response. High scorers will develop a narrative that interrelates the five sections (A-E).

SECTION A: COMMUNITY ASSESSMENT OF NEED (MAXIMUM 20 POINTS)

High scorers in this section will demonstrate both the Mentor and Mentee's ability to collaborate in assessing need of the Mentee community(ies). High scorers will also discuss existing and/or missing data and information necessary to create an accurate assessment of the youth drug use problems in the Mentee Community(ies). Finally,

high scorers will explain how these skills will be transferred to the Mentee Community/Coalition so that Mentee Community/Coalition can effectively conduct its assessment independently.

Question A1: Data Assessment for Mentee Community

(Please retype the above header in your response)

Using social indicators as well as school and community survey data, cite and describe drug use problems among youth in the target Mentee Community(ies), and develop a summary of existing key risk and protective factors relating to this drug use (highlighting any related trends). Please include a “prioritized” summary and listing of key findings related to this assessment data. In the event that adequate mentee community assessment data are not available, provide a description of how these data will be collected and used to complete the data assessment.

In this answer you may include any critical incidents (i.e., drug arrests, student overdoses, deaths, etc.) that have prompted an interest in forming a DFC coalition in the Mentee Community.

Question A2: Mentor Coalition’s Related Experience

(Please retype the above header in your response)

Describe the Mentor Coalition’s experience using assessment data in its own community to address, unique drug issues as well as ones similar to those identified in the Mentee Community(ies).

Question A3: Additional Data Needed for Mentee Community

(Please retype the above header in your response)

Describe the additional data needed in the Mentee Community(ies) and how the Mentor and Mentee groups will collaborate in accessing, gathering, and interpreting this information in order to develop a comprehensive, multifaceted community assessment

Question A4: Mentor / Mentee Relationship in Initial and Ongoing Assessment

(Please retype the above header in your response)

Describe the specific roles, activities and responsibilities of both the Mentor and Mentee Coalition/Community in conducting, enhancing and/or updating an annual comprehensive Mentee Community needs assessment. Include details and plans for transitioning this task solely to the Mentee Community/Coalition, if this capacity does not exist at the beginning of the grant period.

SECTION B: CAPACITY BUILDING (MAXIMUM 20 POINTS)

High scorers in this section will be able to effectively list and describe opportunities and barriers to the creation of a community drug prevention coalition in the Mentee Community as well as how the Mentor Coalition’s successes in reducing youth drug use

in their community can help support coalition development in the Mentee Community. The Mentor Community should illustrate an understanding of the importance of coalition capacity building and highlight key elements of a plan for developing the capacity for effectiveness in the target Mentee Community(ies).

Question B1: Mentor’s Ability to Assist Mentee Community/Coalition

(Please retype the above header in your response)

Describe why the Mentor Coalition is capable of effectively mentoring a developing community coalition. Identify concrete examples of the Mentor Coalition’s capacity building expertise and “know how.” Describe and discuss how the Mentor Coalition assesses and works to build capacity within its own coalition and how its successes and lessons learned will be used to help build capacity to implement the Strategic Prevention Framework within the Mentee Community. Use examples of structures, strategies, coalition programmatic components and volunteer and staff development efforts most germane to the Mentee Community(ies)/Coalition(s) and/or area of focus.

Question B2: Mentor Coalition’s Achievements and Accomplishments

(Please retype the above header in your response)

Describe the achievements and accomplishments of the Mentor Coalition in reducing youth substance abuse in its (own) community and how those successes uniquely qualify the Mentor Coalition to provide support to the Mentee(s) in solving problems identified in the Mentee Community. Provide specific details regarding successful activities, strategies and approaches which might be used to help the Mentee Community/Coalition accomplish its coalition development objectives. Additionally, note any environmental strategies that have contributed to Mentor Coalition reductions in substance use/abuse and note whether they have been institutionalized in the community. Use specific examples and support this information with data to help illustrate these successes.

Question B3: Mentee Community/Coalition Structure

(Please retype the above header in your response)

At the conclusion of this proposed DFC Mentoring grant effort, the Mentee Coalition/Community should meet the basic eligibility criteria of the DFC program and be able to address the two primary goals of the DFC Program.

Describe the Mentoring Coalition’s plan to assist the Mentee Community/Coalition form a functioning community coalition working to reduce youth drug use at the community level. The description should include any of its past or current efforts to develop a formal substance abuse focused community coalition structure and any relevant lessons learned during this endeavor. The plan should indicate if the Mentee Community/Coalition currently has an operational coalition structure in place (i.e., bylaws, committee structure, mission statement, etc.). If so, provide an

overview of the structure. If not, describe the plans for the Mentee Community/Coalition development of these structural capacities.

Question B4: Mentor and Mentee Community/Coalition Membership and Recruitment

(Please retype the above header in your response)

Provide two separate tables in response to this question. The first table (see Table 2---template) should include a list all members of the Mentor Coalition that will play an active role in the Mentor relationship. Label the table as follows:

TABLE 2: MENTOR MEMBERS

Individual Name	Agency/Organization	DFC Sector Name (12)	Short description of role in the Mentoring Relationship

Present a second table (see Table 3--template) that list the sectors already involved from the Mentee Community/Coalition as well as a list of individuals or organizations that will be targeted for membership or future involvement. Applicants proposing to mentor more than one community must present separate tables for each proposed Mentee Community/Coalition. Label the table as follows:

TABLE 3: MENTEE MEMBERSHIP

Individual Name	Agency/Organization	DFC Sector Name (12)	Designate as Currently Participating or To Be Recruited

Note: *The 12 key DFC Sectors (as required in the DFC Act) are: youth; parents; business community; media; school; youth-serving organizations; law enforcement agencies; religious or fraternal organizations; civic and volunteer groups; healthcare professionals; State, local, or tribal governmental agencies with expertise in the field of substance abuse; and other organizations involved in reducing substance abuse.*
At the time of application submission the Mentee Community/Coalition is not required to have representation from all 12 sectors as active participants in order to be eligible to be mentored.

Question B5: Mentee Community/Coalition Engagement, Membership and Participation *(Please retype the above header in your response)*

Consistent with the two tables presented above, describe the Mentee Community/Coalition’s current or intended membership and its level of

capacity/readiness for developing into a formal DFC coalition. Identify each of the twelve (12) sectors that are currently represented in the membership of the Mentee Community/Coalition. Discuss the processes and/or plans to recruit and obtain demonstrable engagement and support from missing and/or additional community sectors. Please indicate the role of the Mentor Coalition and all of its sector representatives (and other community volunteers) who will play a part in recruiting and developing their counterparts in the Mentee Community/Coalition. List and describe how individual mentor sector members will be used to directly benefit the Mentee Community/Coalition's development.

SECTION C: PLANNING PROCESS AND IDENTIFICATION OF OBJECTIVES (MAXIMUM 25 POINTS)

High scorers in Section C will be able to describe a collaborative and coordinated planning process and the identification of a set of prioritized and comprehensive objectives designed specifically to both address goals of the DFC Program and achieve intended outcomes through the implementation of related work activities proposed in Section D below. In Section C applicants must clearly discuss and detail all planning processes the grant partners used to develop this application and the implementation plan that they will present in the next section (D).

Question C1: Mentor Coalition Approach and Rationale to Developing the Mentoring Plan

(Please retype the above header in your response)

Provide a detailed discussion of the Mentor Coalition's planning approach and development of the DFC Mentoring Grant application and discuss and describe which staff and volunteers from the Mentor Coalition actively participated in the planning process. Highlight the rationale for this approach.

Question C2: Mentee Community(ies)/Coalition(s) Involvement in Planning

(Please retype the above header in your response)

Provide a detailed discussion of the role that specific individuals representing the Mentee Community(ies)/Coalition(s) played in the planning approach and development of the DFC Mentoring Grant application. Describe why this approach or these individuals are positioned to uniquely understand the unique nature of the Mentee Community/Coalition. Further describe the ongoing role, if any, these individuals will have with the Implementation Plan that you will present in Section D.

Question C3: Mentor Coalition/ Mentee Objectives Description

(Please retype the above header in your response)

List the prioritized objectives for all proposed work in the application (Sections A-E). This list of prioritized objectives will help reviewers understand the objectives **the Mentor Coalition and Mentee Community/Coalition will use to guide the grant's**

implementation activities specifically during the initial 12 months of the grant period. The objectives listed in Section C should serve as a guide for all Mentor and Mentee planning and implementation activities. These objectives must also address each goal of the DFC Mentoring Program. Use as many objectives as necessary for implementing a successful grant. The applicant should submit objectives developed from both the Mentor Coalition and Mentee Community/Coalition perspective.

Question C4: Mentor Coalition/ Mentee Development of Objectives

(Please retype the above header in your response)

Provide a detailed description of how the chosen objectives for the mentoring relationship were decided upon between the mentor and mentee(s). Describe the role that both the Mentor and Mentee Community/Coalition played in developing the final list of priority objectives. Include a discussion of the resources and process used to develop this list of objectives. These objectives should clearly lead to the development of an effective formal drug prevention coalition effort in the Mentee Community(ies)/Coalitions.

SECTION D: DFC MENTORING GRANT IMPLEMENTATION PLAN (MAXIMUM 20 POINTS)

In this section, you will present both the specific objectives for the first 12 months of the grant, and activities for accomplishing the objectives and the intended outcomes.

High scorers in this section must provide a detailed Implementation Plan that shows interconnectedness, logic inherent across activities, effective and efficient use of time and resources and for work activity that encompasses Mentee Community/Coalition initiation and start up as well as Mentee Community/Coalition sustainability and self-sufficiency. It must consist of activities that logically show how the Mentee/Mentor coalitions will collaborate and coordinate all work proposed in the project narrative (Sections A-E).

This RFA anticipates that some applicants may choose to work with Mentee Communities/Coalitions that are more capable (ready) to coalesce in the “short term” than others. Regardless, in this section, applicants must discuss their plan for the first 12 months of the grant. Some grantees will plan for the initial Mentee Community/Coalition to be self-sustaining after the initial 12 months while others will plan for it to take a full 24 months. ***Each approach is acceptable for this RFA.*** In the event that an applicant plans to complete the mentoring work in 12 months, the Mentor Coalition will be permitted to replicate the first year’s activities with different Mentee Communities/Coalitions in the second and final year of the DFC Mentoring grant. These issues will be addressed in the non-competitive continuation application process for Year 2 of Mentor funding.

Question D1: Mentoring Grant Implementation Plan

(Please retype the above header in your response)

In the final question from Section C, you described the process used to develop the objectives for the first 12 months of this project. In this question (D1), you will present these objectives and a detailed and realistic 12-month (Grant Year One) Implementation Plan in the form of a table. Each of the objectives and their related activities should relate to the answers you have provided in other sections of this application. For example, if in Section A (assessment) you have discussed the need to complete a Mentee Community needs assessment and also identified a planning objective--for needs assessment--in Section C (planning) then related activities for addressing this must be listed in the table below.

TABLE 4: IMPLEMENTATION PLAN

Grant Implementation Elements	Objectives	Activities to be Implemented	Timeline for Completion	Responsible Party—Mentor, Mentee or Both	Approximate Cost(s) Involved: Grant and Match Funds	Outcomes, and/or Products Intended
Grant Start Up						
Assessment						
Capacity						
Planning						
Implementation						
Evaluation						
Mentee Sustainability						

Question D2: Mentee Community/Coalition Role in Implementation Plan

(Please retype the above header in your response)

In the table in the previous question (D1), you listed the responsible party(ies) for each activity. In this question, describe and discuss the role(s) and responsibilities that the Mentee Community/Coalition members/leaders will play in implementing proposed activities outlined in the table above. You must include details about how involvement of the Mentee Community/Coalition will improve the likelihood for success in carrying out the grant's implementation activities.

Question D3: Mentor Coalition Role in Implementation Plan

(Please retype the above header in your response)

In the table above, you listed the responsible party(ies) for each activity. In this question, describe and discuss the role(s) and responsibilities that the Mentor Coalition members/leaders will play in implementing proposed activities outlined in the table above. Include a discussion of the specific approach and underlying philosophical and/or theoretical concepts that will guide the implementation activities. Please use concrete examples whenever possible. For example, if the Mentor Coalition plans activities to involve “its own sector representatives” in working directly with their “counterpart sector representatives” in the Mentee Community/Coalition (e.g., police officer to police officer, school principal to school principal, parent to parent). Then explain “how and why” this approach is best suited to help the Mentee Community/Coalition build capacity and/or establish a sustainable community drug prevention coalition membership.

SECTION E: EVALUATION (MAXIMUM 15 POINTS)

High scorers in this Section will clearly define the methods by which they plan to measure progress toward achieving the objectives, activities, and outcomes addressed throughout this application. The Mentor will further articulate how they will ensure that the Mentee Community/Coalition effectively collects, analyzes, and reports on key youth drug use measures.

Question E1: Mentee Community/Coalition Data Collection and Analysis

(Please retype the above header in your response)

Describe the current ability of the Mentee Community/Coalition to collect and analyze data on the DFC four core measures for their community (**age of onset of any drug use including alcohol, marijuana, and tobacco; past 30 day use among youth including alcohol, marijuana, and tobacco; perception of risk or harm of alcohol, marijuana, and tobacco use among youth; and perception of parental disapproval of use by youth including alcohol, marijuana, and tobacco**). If the Mentee Community/Coalition is not yet able to collect or analyze data on these measures, please discuss how the Mentor Coalition will help the Mentee Community/Coalition collect these data and/or effectively analyze them.

Question E2: Mentee Community/Coalition Data Dissemination

(Please retype the above header in your response)

Describe how evaluation results will be reported or communicated to the Mentee Community/Coalition and used to generate support and involvement in developing the Mentee Community/Coalition. Please include any specific communication/dissemination strategies as they relate to key community sectors.

Question E3: Mentee Community/Coalition Evaluation Reporting—“Telling the Story”

(Please retype the above header in your response)

Describe and discuss how both the Mentor Coalition and Mentee Community/Coalition will determine the overall effectiveness of this project to develop a formal and effective Mentee Community/Coalition. Include a discussion of how specific accomplishments, challenges, activities, outcomes and/or other key events will be used to monitor success.

From this point forward, the information you submit does not count against your 25 page limit.

3. SUPPORTING DOCUMENTATION (SECTIONS F-M)

The following Supporting Documentation contained in Sections F-M below **MUST** be included as part your application package.

SECTION F: BUDGET AND BUDGET JUSTIFICATION, EXISTING RESOURCES, OTHER SUPPORT (SCORED)

Before developing a project budget, applicants should review SAMHSA guidelines to determine cost sharing expectations and any restrictions on the types of costs that may appear in the budget.

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.

BUDGET DEFINITIONS

Authorized Business Official:

The individual named by the applicant/recipient organization, who is authorized to act on behalf of the applicant/grantee and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Key Personnel:

Drug Free Communities Support (DFC) grant key personnel must include a program director and program coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant. For DFC Mentoring grants, the individuals in these positions may be the same individuals identified in the DFC Support Grant. If these individuals are the same, salaries must be reflected appropriately in each grant program’s budget.

Program Director / Project Director:

An individual who will provide daily oversight of the grant, which includes fiscal and personnel management, community relations and project implementation and evaluation during the project period. (Person Listed on PHS Form 5161-1, Part C)

Project Coordinator:

An individual who will coordinate coalition services and DFC project activities, including training, coalition communication, data collection and dissemination.

Level of Effort:

The direct productive time spent by an individual participant on DFC program-related work. This time may not exceed 100% of all work on all projects or positions.

Direct Costs:

Those costs used for salaries, travel, equipment, supplies, contractual arrangements and other costs associated with paying for tangible goods or services associated with this project.

Indirect Costs:

Those costs that cannot be identified readily and specifically with a particular sponsored project, program or activity but are necessary to the operation of the organization (i.e. overhead, facility maintenance, etc.) requires a negotiated indirect cost rate (see PHS-5161-1); otherwise, costs may be charged directly in detail and justified. Applicants that have not established indirect cost rates and wish to claim indirect costs are required to submit an indirect cost proposal to the appropriate office within 90 days from the start date of the project period. If the applicant requests indirect cost reimbursement but does not have an approved rate agreement at the time of award, the grantee shall be limited to a provisional rate equaling one-half of the indirect costs requested, up to a maximum of 10 percent of salaries and wages only. If the recipient fails to provide a timely proposal, indirect costs paid in the anticipation of establishment of a rate must be disallowed. **SAMHSA will not accept a research indirect cost rate.** The grantee must use another sponsored program rate or lowest rate available.

Project Costs:

The total allowable costs incurred by a recipient and charged to the award during a budget period, whether paid by Federal funds or contributed by the recipient to meet a matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

Allowable Project Costs:

A cost incurred by a recipient that is:

1. Reasonable for the performance of the award
2. Allocable
3. In conformance with any limitations or exclusions set forth in the Federal cost principles applicable to the organization incurring the cost

4. Consistent with regulations, policies and procedures of the recipient that apply uniformly to both federally supported and other activities of the organization
5. Accorded consistent treatment as a direct or indirect cost
6. Determined in accordance with generally accepted accounting principles
7. Not included as a cost in any other federally supported award

The cost principles address four tests in determining the allowability costs. The tests are as follows:

1. **Reasonableness (including necessity).** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is of a type generally necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large as well as to their organization.
2. **Allocability.** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.
3. **Consistency.** Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges.
4. **Conformance.** This test of allowability—conformance with limitations and exclusions contained in the terms and conditions of award, including those in the cost principles—may vary by the type of activity, the type of recipient, and other characteristics of individual awards. "Allowable Costs and Activities" below provides information common to most HHS grants and, where appropriate, specifies some of the distinctions if there is a different treatment based on the type of grant or recipient.

These four tests apply regardless of whether the particular category of costs is one specified in the cost principles or one governed by other terms and conditions of an award. These tests also apply regardless of treatment as a direct cost or an indirect

cost. The fact that a proposed cost is awarded as requested by an applicant does not indicate a determination of allowability.

If applicants have sufficient match to allow a budget request of the full \$75,000, the applicant should round up their final budget figures to equal \$75,000. There is no benefit to submitting a number slightly below the full amount (e.g. \$74,949). It is much more difficult for both the grantee and the government to track exact numbers less than the allowable amount. This does not apply to applicants who do not have sufficient match to request the full \$75,000.

Applicants are also strongly encouraged to apply for the full \$75,000 for each of the four (4) subsequent renewal years of funding in their budget forecast even if the applicant is not able to apply for full funding in year one due to insufficient match. The amount requested in this original application for the four future years establishes the maximum amount that the applicant can receive in future years if awarded the grant. Grantees are required to submit an annual budget request each year. The annual amount requested can be less than \$75,000 due to possible challenges with having sufficient match, but can never be greater than the amount indicated in this submission. Therefore, it is more advantageous to request the full \$75,000 for each out year of funding.

Applicants should provide a budget, as well as a narrative justification of the items included in the proposed budget, which should include a description of existing resources and other support that the coalition expects to receive.

**SAMPLE DETAILED BUDGET AND NARRATIVE JUSTIFICATION
FOR COMPLETING SF 424A: SECTION B FOR 01 BUDGET PERIOD
(FOR 1ST YEAR OF THE FUNDING CYCLE)**

A. Personnel: An employee of the applying agency whose work is tied to the application.

TABLE 5: FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Mentor Project Director	John Doe	\$64,890	5%	\$3,245
Mentor Project Coordinator	To be selected	\$46,276	25%	\$11,569
Mentee Project Coordinator	Sarah Smith	\$35,000	25%	\$8,750
			TOTAL	\$23,564

JUSTIFICATION: Describe the role and responsibilities of each position.

Enter a description of the Personnel funds requested and how their use will support the purpose and goals of this proposal. Be sure to describe the role, responsibilities and unique qualifications of each position.

TABLE 6: NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Volunteer Coordinator	Ron Jones	\$23,000	15%	\$3,450
Clerical Support	Susan Johnson	\$13.38/hr x 100 hr.		\$1,338
			TOTAL	\$4,788

JUSTIFICATION: Describe the role and responsibilities of each position.

Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A): **\$23,564**

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF424A): **\$4,788**

B. FRINGE BENEFITS: List all components of fringe benefits rate.

TABLE 7: FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$23,564	\$1,803
Workers Compensation	2.5%	\$23,564	\$589
Insurance	10.5%	\$23,564	\$2,474
		TOTAL	\$4,866

TABLE 8: NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	7.65%	\$4,788	\$366
Workers Compensation	2.5%	\$4,788	\$120
Insurance	10.5%	\$4,788	\$503
		TOTAL	\$989

JUSTIFICATION: Fringe reflects current rate for agency.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A) **\$4,866**

NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF424A): **\$989**

C. TRAVEL: Explain need for all travel other than that required by this application. Local travel policies prevail.

In the absence of an acceptable, written non-profit organization policy regarding travel costs, the rates and amounts established under subchapter I of Chapter 57, Title 5, United States Code (“Travel and Subsistence Expenses; Mileage Allowances”), shall apply to travel under Federal awards (48 CFR 31.205-46(a)).

TABLE 9: FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
Coalition Development/Prevention Conference	Washington, DC	Airfare	\$200/flight x 6 persons	\$1,200
		Hotel	\$180/night x 6 persons x 2 nights	\$2,160
		Per Diem (meals)	\$46/day x 6 persons x 3 days	\$828
Coalition Training Coalition Institute	Beaver Falls, PA	Air	\$250/flight x 3 flights	\$750
		Ground Transportation (rental car)	\$125/week x 3 weeks	\$375
Local travel		Mileage	3,000 miles @ .38/mile	\$1,140
			TOTAL	\$6,453

JUSTIFICATION: Describe purpose of travel and how costs were determined.

Enter a description of the Travel funds requested and how their use will support the purpose and goals of this proposal.

NOTE: The grant requires travel of two members to attend the new grantee training in Washington, DC.

TABLE 10: NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
Regional Training Conference	Chicago, IL	Airfare	\$150/flight x 5 persons	\$750
		Hotel	\$155/night x 5 persons x 2 nights	\$1,550
		Per Diem (meals)	\$46/day x 5 persons x 2 days	\$460
Local Travel	Group meetings	Mileage	3,000miles x .38/mile	\$1,140
			TOTAL	\$3,900

JUSTIFICATION: Describe purpose of travel and how costs were determined.

Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A): **\$6,453**
NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF424A): **\$3,900**

D. EQUIPMENT: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit – federal definition.

FEDERAL REQUEST (enter in Section B column 1 line 6d of form SF424A): **\$ 0**
NON-FEDERAL MATCH (enter in Section B column 2 line 6d of form SF424A): **\$ 0**

E. SUPPLIES: materials costing less than \$5,000 per unit and often having one-time use.

TABLE 11: FEDERAL REQUEST

Item(s)	Rate	Cost
Presentation supplies	\$30/presentation x 12	\$360
Postage	\$37/mo. x 12 mo.	\$444
Meeting supplies	\$10/meeting x 26 meetings	\$260
Copies	8000 copies x .10/copy	\$800
	TOTAL	\$1,864

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.

TABLE 12: NON-FEDERAL MATCH

Item(s)	Rate	Cost
Postage	\$37/mo. x 12 mo x 5 groups	\$2,220
	TOTAL	\$2,220

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF424A): **\$ 1,864**
NON-FEDERAL MATCH (enter in Section B column 2 line 6e of form SF424A): **\$ 2,220**

F. CONTRACT: generally amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

TABLE 13: FEDERAL REQUEST (CONSULTANT)

Name	Service	Rate	Other	Cost
To be selected	Coalition Sustainability	\$150/day	15 days	\$2,250
	Travel	.38/mile	462 miles	\$176
			TOTAL	\$2,426

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project. Explain the need for each agreement and how their use will support the purpose and goals of this proposal.

TABLE 14: FEDERAL REQUEST (CONTRACT)

Entity	Product/Service	Cost
To be selected	1.5 minute Public Service Announcement (PSA)	\$10,000
To be selected	Evaluation Report	\$4,500
	TOTAL	\$14,500

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project. Explain the need for each agreement and how their use will support the purpose and goals of this proposal.

TABLE 15: NON-FEDERAL MATCH (CONSULTANT)

Name	Service	Rate	Other	Cost
Mentoring group	Training	\$17.50/hr.	5 days x 8 hrs/day x 5 participants x \$17.50/hr.	\$3,500
Individual time	Needs Assessment	\$17.50/hr.	2hr/wk x 52 s. x 10 participants x \$17.50/hr.	\$18,200
Coalition Training	Needs Assessment training	\$17.50/hr.	4 hr/mo. x 12 mo. x 5 participants x \$17.50/hr.	\$4,200
Community Meeting	Coordination	\$17.50/hr.	4 hr./meeting x 12 meetings x 6 participants x \$17.50/hr.	\$5,040
			TOTAL	\$ 30,940

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project. Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

TABLE 16: NON-FEDERAL MATCH (CONTRACT)

Entity	Product/Service	Cost
To be named	PSA production	\$1,500
	TOTAL	\$1,500

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project. Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

FEDERAL REQUEST- (enter in Section B column 1 line 6f of form SF424A): **\$16,926**
(Combine the total of consultant and contact)

NON-FEDERAL MATCH – (enter in Section B column 2 line 6f of form SF424A): **\$ 32,440**
(Combine the total of consultant and contact)

G. CONSTRUCTION (NOT ALLOWED) - Leave Section B columns 1&2 line 6g on SF424A blank.

H. OTHER: expenses not covered in any of the previous budget categories.

TABLE 17: FEDERAL REQUEST

Item	Rate	Cost
Student Surveys	\$1/survey x 10,153	\$ 10,153
Brochures	.89/brochure x 10,000 brochures	\$ 8,900
	TOTAL	\$ 19,053

JUSTIFICATION: Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit: i.e. cost/square foot and explain the use of each item requested.

TABLE 18: NON-FEDERAL MATCH

Item	Rate	Cost
Space rental	Varies between \$75/event to over \$300/event	\$11,500
Television time	\$250/spot x 50 spots	\$12,500
Food and beverages	\$2.50/meeting x 40 attendees x 12 meetings	\$ 1,200
Student surveys	\$1/survey x surveys 3,501	\$3,501
Printing	\$300/run x 5 runs	\$1,500
	TOTAL	\$ 30,201

JUSTIFICATION: Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested. Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit: i.e. cost/square foot and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.

FEDERAL REQUEST (enter in Section B column 1 line 6h of form SF424A): **\$19,053**

NON-FEDERAL MATCH (enter in Section B column 2 line 6h of form SF424A): **\$30,201**

*** INDIRECT COST RATE:**

Grantees that have not established indirect cost rates and wish to claim indirect costs are required to submit an indirect cost proposal to the appropriate office within 90 days from the start date of the

project period. If the grantee requests indirect cost reimbursement but does not have an approved rate agreement at the time of award, the grantee shall be limited to a provisional rate equaling one-half of the indirect costs requested, up to a maximum of 10 percent of salaries and wages only. If the recipient fails to provide a timely proposal, indirect costs paid in the anticipation of establishment of a rate must be disallowed. **SAMHSA will not accept a research indirect cost rate.** The grantee must use another sponsored program rate or lowest rate available.

If claiming Indirect Cost, include a copy of the fully executed, negotiated, indirect cost agreement. Indirect costs are taken on **total direct costs** not total amount of the available award.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A)
 8% of personnel and fringe (.08 x \$28,430): **\$2,274**

NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF424A)
 8% of personnel and fringe (.08 x \$5,777): **\$462**

The indirect costs rate was approved by the Dept. of Health and Human Services in 2006. A copy of the fully executed, negotiated, indirect cost agreement is attached.

TABLE 19: BUDGET SUMMARY

Category	Federal Request	Non-Federal Match	Total
Personnel	\$23,564	\$4,788	\$28,352
Fringe	\$4,866	\$989	\$5,855
Travel	\$6,453	\$3,900	\$10,353
Equipment	0	0	0
Supplies	\$1,864	\$2,220	\$4,084
Contractual	\$16,926	\$32,440	\$49,366
Other	\$19,053	\$30,201	\$49,254
Total Direct Costs*	\$72,726	\$74,538	\$147,264
Indirect Costs	\$2,274	\$462	\$2,736
Total Project Costs	\$75,000	\$75,000	\$150,000

*** TOTAL DIRECT COSTS**

FEDERAL REQUEST (enter in Section B column 1 line 6i of form SF424A): **\$72,726**

NON-FEDERAL MATCH (enter in Section B column 2 line 6i of form SF424A): **\$74,538**

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A): **\$75,000**

NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF424A): **\$75,000**

CALCULATION OF FUTURE BUDGET PERIODS
(BASED ON FIRST 12-MONTH BUDGET PERIOD)

Input, review and verify the accuracy of your 2nd year budget estimates. Increases or decreases in the future years must be explained and justified.

Total Federal share is not to exceed \$75,000 in any year.

TABLE 20: 2ND YEAR BUDGET ESTIMATES

Category	2 nd project year	
	Federal	Match
Personnel		
Mentor Project Director	\$3,245	
Mentor Project Coordinator		
Mentee Project Coordinator	\$11,569	
Volunteer Coordinator	\$8,750	
Clerical Support		
TOTAL		\$3,450
		\$1,338
	\$23,564	\$4,788
Fringe Benefits	\$4,866	\$989
Travel	\$6,453	\$3,900
Equipment	0	0
Supplies	\$1,864	\$4,000
Contract		
Evaluation	\$4,500	
Public Awareness		
Coalition members	\$10,000	\$1,500
TOTAL		\$37,500
	\$14,500	\$39,000
Other	\$21,479	\$21,861
Total Direct Costs	\$72,726	\$74,538
Total Indirect Costs	\$2,274	\$468
Total Costs	\$75,000	\$75,000

PERSONNEL: Percentage of effort to remain the same.

FRINGE: Based on current rates.

TRAVEL: Based on POV rate for current year and anticipated training requirements.

SUPPLIES: Based on projected needs and retail costs for current year.

CONTRACT: Based on current year costs.

It is anticipated that the members participating in mentoring process will increase time and effort.

OTHER: All other costs are based on current and anticipated expenses.

INDIRECT COSTS: Based on current negotiated rate.

The Federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i. The total Federal Dollars requested for the second 12-month budget period are entered on Form 424A, Section E, line 20.

SECTION G: MENTEE COMMUNITY/COALITION & MENTOR MEMORANDA OF UNDERSTANDING (MOU)

Please provide an MOU between the mentor coalition and representative(s) of the Mentee Community(ies)/Coalition(s). This agreement must outline the scope of the work and expectations for both the mentor and Mentee Community/Coalition. This document should also contain a statement that the Mentee Community/Coalition has read and agrees with the application being submitted.

SECTION H: RESUMES AND JOB DESCRIPTIONS

There is no requirement for key staff positions to be funded under this grant. If you are assigning coordination of this grant to a staff member currently funded as part of your active DFC grant, please identify the name and title of that person.

If you plan to pay a staff person's salary using funds from this grant, please include a position description and resume. Job descriptions should be no longer than one page each for paid and in-kind personnel.

Information on what should be included in resumes and job descriptions is available on page 22, Item 6, in the Program Narrative section of the PHS 5161-1 instruction page, available at www.hhs.gov/forms/PHS-5161-1.doc.

SECTION I: PROGRAM ABSTRACT

The abstract will be used for media releases and notification to congressional members if the application is awarded funding. Please include the following information prior to the abstract paragraph:

Mentor Coalition Name:
Mentor Coalition Community:
Mentor Coalition Contact Name:
Mentor Coalition Contact Mailing Address:
Mentor Coalition Contact E-Mail Address:
Mentor Coalition Phone/Fax Number:

(Note: If the Mentor Coalition is not the current Grantee and applicant, identify the agency/organization applying as the Grantee on behalf of the Mentor Coalition. Please provide the grantee contact information below.)

Grantee Name:
Grantee Contact Name:
Grantee Contact Mailing Address:
Grantee Contact E-Mail Address:
Grantee Contact Phone/Fax Number:

Please provide the name of all the Mentee Communities/Coalitions:

Mentee Community/Coalition Name:

Please insert the appropriate information for your coalition in each underlined item in the paragraph below. Also, include a one-sentence description of each strategy that the coalition will implement with these funds (Examples: 1) Improve coalition data collection and reporting processes; 2) Strengthen community capacity and coalition sector membership; 3) Implement evidence-base programs, practices, and policies to reduce substance abuse.)

Coalition Name
State
Serving Congressional Districts # _____

Project Description:

The ***Coalition Name*** was awarded a \$_____ Drug Free Communities Mentoring Program FY 2009 grant by the White House Office of National Drug Control Policy (ONDCP) and the Substance Abuse and Mental Health Services Administration (SAMHSA). The Coalition will develop capacity, train, and mentor (***list Mentee Communities/Coalitions***) and assist them in applying for future Drug Free Communities funding.

The goals of the Drug Free Communities Program are: (1) establish and strengthen collaboration among ***Coalition Name's*** partner organizations in support of the community's effort to prevent and reduce substance abuse among youth; and (2) reduce substance abuse among youth, and, over time, among adults by addressing the issues in the community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

SECTION J: GENERAL INFORMATION

TABLE 21: PLEASE PROVIDE MENTOR / MENTEE COMMUNITY/COALITION INFORMATION IN THE SAME FORMAT AS PROVIDED IN THE FOLLOWING TABLE (TABLE 21).

#	QUESTION
J1	Mentor Grant Applicant Organization (legal name):
J2	Federal Dollar Amount Requested: (same as Application Form, SF-424, Line 18A and Budget Information Form,SF424 A , Line 7 (1))
J3	Name of Mentor Coalition (If the Coalition is Applicant, indicate SAME and skip to K5) :
J4	Coalition Mailing Address, including; Street, PO Box, City, State and Zip:
J5	<p>There are two Key Personnel positions required for this grant, the Program Director / Project Director and the Project Coordinator. (see page 39 for descriptions).</p> <p>The Program Director / Project Director contact information should be identified on the PHS Form 5161-1 Checklist, Part C (Program Director/Project Director). This person has daily oversight of the project.</p> <p>The contact information for the Project Coordinator should be listed below. This person should have the programmatic working knowledge of the coalition and will be the person listed on the DFC Website if awarded the grant.</p> <p>In some cases, the Project Coordinator may not be hired until after the grant is awarded. Please select statement A or B as applicable to your coalition and provide the appropriate contact information as requested:</p> <p>A. The Project Coordinator will be hired after grant award – please use the information provided in J6 – J11 until the position is hired.</p> <p>B. The Program Director / Project Director will serve in this capacity until the position is hired, please use the Program Director / Project Director contact information listed on the PHS Form 5161-1 for both positions. (skip to J-12)</p>

#	QUESTION
J6	Mentor Coalition Contact Name:
J7	Position Title:
J8	Mailing Address: including; Street, PO Box, City, State and Zip:
J9	Mentor Coalition Contact Phone:
J10	Mentor Coalition Contact Fax:
J11	Mentor Coalition Contact Email Address:
J12	Mentor Coalition Congressional Districts Served:(list only the districts that the coalition will effect with these grant funds – establishes grant service area for purpose of grant award)
J13	List all of the Zip Codes for the geographic area to be served by the funds of this grant. (Be specific, about the area being targeted, there can only be one grant serving this location unless the applicant can demonstrate coordination with existing grants in the same area.)
J14	List the following contact information for EACH Mentee Community/Coalition (MC) to be supported by grant funds. NOTE: Mentor Coalitions may support up to five Mentee Community/Coalition. If you have more than one Mentee Community/Coalition, continue numbering as follows: MC2 (MC2-1...MC2-17), MC3 (MC3-1.....MC3-17), MC4 (MC4-1....MC4-17), MC5 (MC5-1....MC5-17).
<i>MC1-1</i>	Name of Mentee Community/Coalition (1):
<i>MC1-2</i>	Mailing Address of the Mentee Community/Coalition (including Zip):
<i>MC1-3</i>	Mentee Community/Coalition Phone #:
<i>MC1-4</i>	Mentee Community/Coalition Email Address:

#	QUESTION
MC1-5	Mentee Community/Coalition Primary Contact Name and Title:
MC1-6	Is the Mentee Community/Coalition currently in receipt of a DFC grant? Indicate Yes or No.
MC1-7	Is the Mentee Community/Coalition applying for a DFC grant in the FY2009 funding cycle? Indicate Yes or No.
MC1-8	Congressional District(s) Served by the Mentee Community/Coalition:
MC1-9	Geographic boundaries of the Mentee Community/Coalition target area:
MC1-10	Does the Mentee Community/Coalition serve a Tribal or Native American community? Indicate Yes or No.
MC1-11	Does the Mentee Community/Coalition serve an area that is economically disadvantaged? A definition is provided in the Glossary.
MC1-12	Please list all of the Mentee Community/Coalition's Federal and State funding Sources:
MC1-13	Please list all of the Mentee Community/Coalition's other funding sources (including foundations, fundraising drives, corporate support, and any other funding sources).
MC1-14	Is the area served designated as an Economically Disadvantaged Area: (see definition provided in the glossary). Indicate Yes or No.
MC1-15	Indicate whether the area(s) served by the coalition is primarily rural or urban: (see definitions provided in the glossary. Indicate Rural or Urban
MC1-16	If primarily rural, indicate if the county in which the coalition operates has a

#	QUESTION
	population of 30,000 or fewer people with the following statement, “the county of operation (XX county) has a population of 30,000 or fewer people”. Otherwise, type, "N/A"
MC1-17	Does the coalition serve a federally recognized tribal area? Indicate Yes or No.
MC1-18	Does the coalition have representation that includes at least one Native American? Indicate Yes or No.:

SECTION K: INFORMATION AND DEMOGRAPHICS

TABLE 22: PLEASE PROVIDE MENTOR / MENTEE COMMUNITY/COALITION INFORMATION, IN THE SAME FORMAT AS PROVIDED IN THE FOLLOWING TABLE (TABLE 22).

#	QUESTION
K1	Proposed evaluation contact for the DFC grant or DFC Mentor grant (include name, phone number, and email address):
K2	Geographical boundaries of the area(s) of focus served by the coalition (i.e., city, county coordinates, street intersections, etc.)
K3	Total population of the area(s) of focus served by the coalition:
K4	Total number of students enrolled in grades six (6) through twelve (12) in the specific schools and/or districts that are within the coalition’s geographical area(s):
K5	List drugs addressed by the coalition
K6	Is the Applicant a religious or faith-based organization? Indicate Yes or No.

#	QUESTION
K7	Has the applicant ever been officially mentored by a DFC-funded coalition through the DFC Mentoring Grant Program. If so, please name the mentoring coalition and provide the DFC Mentoring Grant Number: Indicate Yes or No.
K8	List of all the coalition's other Federal and State funding sources:
K9	List of any of the coalition's other funding sources (including foundations, fundraising drives, corporate support, and any other funding sources):
K10	Date Mentor Coalition was established (MUST be at least 5 years prior to application date). Indicate date below.

SECTION L: DISCLOSURE OF DFC COALITION INFORMATION

TABLE 23: IDENTIFY THE NAMES OF THE GRANTEE AND COALITION ON YOUR CURRENT APPLICATION

Name of Grantee: _____

Name of Coalition: _____

To help us accurately determine if and when your coalition has previously received DFC funding, please answer the following:

TABLE 24: FOR ALL PRIOR DFC AWARDS (FIRST TIME APPLICANTS DO NOT COMPLETE THIS SECTION), IDENTIFY THE NAME OF THE FEDERAL AGENCY THAT FUNDED THE COALITION'S PRIOR GRANT (I.E., SAMHSA/CSAP, DOJ/OJJDP), YEAR(S) OF FUNDING (ENTER RANGES WHERE APPLICABLE), GRANT NUMBER, GRANTEE NAME AS IT APPEARED ON THE NOTICE OF AWARD (WHEN USING ACRONYMS PLEASE ALSO INCLUDE THE FULL NAME).

Federal Agency	DFC Funding	DFC Grant #	Grantee Name
Example: SAMHSA	2004 - 2007	SP012345	CONA - Coalition of North America

TABLE 25: IF YOUR COALITION HAD A BREAK IN FUNDING, INDICATE EACH YEAR YOU DID NOT RECEIVE FUNDING FROM THE DRUG FREE COMMUNITIES PROGRAM.

No DFC Funding: _____

TABLE 26: PLEASE CHECK THE BOX INDICATING COMPLIANCE WITH THE DFC MENTORING GRANT REQUIREMENT.

	The Mentee Communities/Coalitions are NOT currently and NEVER have been funded through the DFC Grant Program.
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SECTION M: NOTIFICATION LETTER TO THE SSA

In this section please provide a copy of a letter of intent from the mentoring coalition to the SSA indicating the submission of this application to SAMHSA. The original letter should be mailed to your SSA. See directory of SSAs at <http://www.samhsa.gov/Grants/ssadirectory.pdf>.

4. REVIEW AND SELECTION PROCESS

ONDCP and SAMHSA are committed to ensuring a competitive and standardized process for awarding DFC Mentoring Program grants. Applications will be screened initially to determine whether the applicant meets all the eligibility requirements outlined in Part III of this announcement. Applications submitted by eligible coalitions that meet all requirements will then be evaluated, scored, and rated by a peer review panel according to the evaluation criteria included in Part V of this announcement.

Applications submitted by applicants that do not meet the eligibility requirements will not advance to the peer review stage.

All applications that proceed to peer-review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V. Peer reviewers' ratings and any resulting recommendations are advisory. All final grant award decisions will be made by the Director of ONDCP. The primary decision criterion is the application's final peer review score. Consistent with the Drug Free Communities Act, consideration may also be given to rural, Native American, and economically disadvantaged communities, as well as the geographic distribution of the entire grantee pool.

VI. AWARD ADMINISTRATION INFORMATION

1. AWARD NOTICES

Within 30 days of receipt of your application, SAMHSA will provide notification through postal mail indicating that the application has been received. If you submit your application on time and do not receive notification by Saturday, May 23, 2009, you may contact SAMHSA Peer Review at (240) 276-1199 for additional information.

After your application has been reviewed, you will receive a letter from SAMHSA through postal mail that describes the general results of the review. If you are approved for funding, you will receive an additional notice, the Notice of Award, signed by SAMHSA's Grants Management Officer. The Notice of Award is the sole obligating document that allows the grantee to receive Federal funding for work on the grant project.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- If your application is funded, you must comply with all terms and conditions of the grant award. SAMHSA's standard terms and conditions are available on the SAMHSA Web site at: <http://www.samhsa.gov/grants/management.aspx>.
- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate. For more information see the SAMHSA Web site (http://www.samhsa.gov/Grants/generalinfo/grant_reqs.aspx).
- Additional terms and conditions may be negotiated with the grantee prior to grant award. These may include:
 - a. requirements relating to additional data collection and reporting;
 - b. requirements relating to participation in a cross-site evaluation; or
 - c. requirements addressing problems identified during application review.
- If your application is funded, you will be held accountable for the information provided in the application relating to performance targets. SAMHSA program officials will consider your progress in meeting goals and objectives, as well as your failures and strategies for overcoming them, when making an annual recommendation to continue the grant and the amount of any continuation award. Failure to meet stated goals and objectives may result in suspension or termination of the grant award, or in reduction or withholding of continuation awards.
- Grant funds cannot be used to supplant current funding of existing activities. "Supplant" is defined as replacing funding for a recipient's existing program with funds from a Federal grant.
- In an effort to improve access to funding opportunities for applicants, SAMHSA is participating in the U.S. Department of Health and Human Services "Survey on Ensuring Equal Opportunity for Applicants." This survey is included in the application kit for SAMHSA grants. Applicants are encouraged to complete the survey and return it, using the instructions provided on the survey form. However, whether you complete this survey has no bearing on your application for funding.

3. REPORTING REQUIREMENTS

3.1 Progress and Financial Reports

- Grantees must provide one program progress report per year in addition to financial reports.
- SAMHSA will provide guidelines and requirements for these reports to grantees at the time of award. SAMHSA staff will use the information contained in the reports to determine the grantee's progress toward meeting its goals.

3.2 Publications

If you are funded under this grant program, you are required to notify the Government Project Officer (GPO) and SAMHSA's Publications Clearance Officer (240-276-2130) of any materials based on the SAMHSA-funded project that are accepted for publication. In addition, SAMHSA requests that grantees:

- Provide the GPO and SAMHSA Publications Clearance Officer with advance copies of publications.
- Include acknowledgment of the Drug Free Communities Support Program as the source of funding for the project.
- Include a disclaimer stating that the views and opinions contained in the publication do not necessarily reflect those of SAMHSA, the U.S. Department of Health and Human Services or the Office of National Drug Control Policy, and should not be construed as such.

SAMHSA and ONDCP reserve the right to issue a press release about any publication deemed by SAMHSA or ONDCP to contain information of program or policy significance to the substance abuse treatment, prevention and mental health services community.

VII. AGENCY CONTACTS

For questions regarding program issues, contact:

Dan Fletcher

Center for Substance Abuse Prevention
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 4-1085
Rockville, Maryland 20857
(240) 276-1270
Dfcnew2009@samhsa.hhs.gov

For questions on grants management issues, contact:

Barbara Orlando

Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1087
Rockville, Maryland 20857
(240) 276-1422
Barbara.orlando@samhsa.hhs.gov

APPENDICES

APPENDIX 1: APPLICATION AND SUBMISSION REQUIREMENTS

CONTENT AND FORM OF APPLICATION SUBMISSION

1. APPLICATION KIT

SAMHSA application kits include the following documents:

- PHS 5161-1 (revised July 2000) – Includes the face page, budget forms, assurances, certification, and checklist. You must use the PHS 5161-1. **Applications that are not submitted on the required application form will be screened out and will not be reviewed.**
- Request for Applications (RFA) – Provides specific information about the availability of funds along with instructions for completing the grant application. This document is the RFA. The RFA will be available on the SAMHSA Web site (<http://www.samhsa.gov/Grants/apply.aspx>) and a synopsis of the RFA is available on the Federal grants Web site (<http://www.grants.gov/>).

You must use all of the above documents in completing your application.

2. REQUIRED APPLICATION COMPONENTS

To ensure equitable treatment of all applications, applications must be complete. In order for your application to be complete, it must include the required application components (Face Page, Abstract, Table of Contents, Budget Form, Project Narrative and Supporting Documentation, Attachments, Certifications, Disclosure of Lobbying Activities, and Checklist).

- **Face Page** – Use Standard Form (SF) 424 v2, which is part of the PHS 5161-1. [Note: Applicants must provide a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. SAMHSA applicants are required to provide their DUNS number on the face page of the application. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the Dun and Bradstreet web site at <http://www.dnb.com/us/> or call 1-866-705-5711. To expedite the process, let Dun and Bradstreet know that you are a public/private nonprofit organization getting ready to submit a Federal grant application.]

- **Budget Form** – Use SF 424A, which is part of the 5161-1. Fill out Sections B, C, and E of the SF 424A. A sample budget and justification is included in Section F of this RFA.
- **Table of Contents** – Include page numbers for each of the major sections of your application and for each attachment.
- **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through E. Sections A-E together may not be longer than 25 pages. (For example, remember that if your Project Narrative starts on page 5 and ends on page 30, it is 26 pages long, not 25 pages.) More detailed instructions for completing each section of the Project Narrative are provided in “Part V—Application Review Information” of this document.

The Supporting Documentation (Sections F-M of this RFA) provides additional information necessary for the review of your application. **Section F is scored and Sections G-M are unscored. These sections MUST be included in your application.**

- **Attachments** – Use only the attachments listed below. If your application includes any attachments not required in this document, they will be disregarded. Do not use attachments to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do.
 - **Attachment 1: Certifications** – Use the “Certifications” form found in PHS-5161-1.
 - **Attachment 2: Disclosure of Lobbying Activities** – Use Standard Form LLL found in the PHS 5161-1. Federal law prohibits the use of appropriated funds for publicity or propaganda purposes, or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before the Congress or State legislatures. This includes “grass roots” lobbying, which consists of appeals to members of the public suggesting that they contact their elected representatives to indicate their support for or opposition to pending legislation or to urge those representatives to vote in a particular way.
 - **Attachment 3: Checklist** – Use the checklist found in PHS 5161. The Checklist ensures that you have obtained the proper signatures, assurances, and certifications. If you are submitting a paper application, the Checklist should be the last page.

3. APPLICATION FORMATTING REQUIREMENTS

Applicants also must comply with the following basic application requirements. Applications that do not comply with these requirements will be screened out and will not be reviewed.

- Use the PHS 5161-1 application.
- Applications must be received by the application due date and time, as detailed below.
- Information provided must be sufficient for review.
- Text must be legible. Pages must be typed in black ink, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. (For Project Narratives submitted electronically, see separate requirements below under “Submission of Electronic Applications.”)
- To ensure equity among applications, page limits for the Project Narrative cannot be exceeded.
- Paper must be white paper and 8.5 inches by 11.0 inches in size.

To facilitate review of your application, follow these additional guidelines. Failure to adhere to the following guidelines will not, in itself, result in your application being screened out and returned without review. However, following these guidelines will help reviewers to consider your application.

- Pages should be typed single-spaced in black ink with one column per page. Pages should not have printing on both sides.
- Pages should be **numbered consecutively** from beginning to end so that information can be located easily during review of the application. The abstract page (from Section I) should be page 1, the table of contents should be page 2, etc. The four pages of Standard Form 424 v2 are not to be numbered. Appendices should be labeled and separated from the Project Narrative and budget section, and the pages should be numbered to continue the sequence.
- Send the original application and two copies to the mailing address provided below under Other Submission Requirements. Please do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or CD-ROMs.

4. GUIDANCE FOR ELECTRONIC SUBMISSION OF APPLICATIONS

If you would like to submit your application electronically, you may search <http://www.grants.gov/> for the downloadable application package by the funding announcement number (called the opportunity number) or by the Catalogue of Federal Domestic Assistance (CFDA) number. You can find the CFDA number on the first page of this funding announcement.

You must follow the instructions in the User Guide available at the <http://www.grants.gov/> apply site, on the Help page. In addition to the User Guide, you may wish to use the following sources for help:

- By e-mail: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRANTS). The Customer Support Center is open from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday, excluding Federal holidays.

If this is the first time you have submitted an application through Grants.gov, you must complete four separate registration processes before you can submit your application. Allow at least two weeks (10 business days) for these registration processes, prior to submitting your application. The processes are: 1) DUNS Number registration; 2) Central Contractor Registry (CCR) registration; 3) Credential Provider registration; and 4) Grants.gov registration.

It is strongly recommended that when using Grants.Gov you submit your grant application using Microsoft Office 2003 products (e.g., Microsoft Word 2003, Microsoft Excel, etc.). The new Microsoft Vista operating system and Microsoft Office 2007 products are not currently accepted by Grants.gov. If you do not have access to Microsoft Office products, you may submit PDF files. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than Microsoft Office or PDF may result in your file being unreadable by our staff.

The Project Narrative must be a separate document in the electronic submission. Formatting requirements for SAMHSA grant applications are described above. These requirements also apply to applications submitted electronically, with the following exceptions only for Project Narratives submitted electronically in Microsoft Word. These requirements help ensure the accurate transmission and equitable treatment of applications.

- **Text legibility:** Use a font of Times New Roman 12, line spacing of single space, and all margins (left, right, top, bottom) of at least one inch each. Adhering to these standards will help to ensure the accurate transmission of your document.
- **Amount of space allowed for Project Narrative:** The Project Narrative for an electronic submission may not exceed **12,875** words. **If the Project Narrative for an electronic submission exceeds the word limit, the application will be screened out and will not be reviewed.** To determine the number of words in

your Project Narrative document in Microsoft Word, select file/properties/statistics.

Keep the Project Narrative as a separate document. Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents, e.g., "Attachment 1, Attachment 2," etc.

Ensure all pages in your application are numbered consecutively, with the exception of the standard forms in the PHS-5161 application package. **Documents containing scanned images must also contain page numbers to continue the sequence.** Failure to comply with these requirements may affect the successful transmission and consideration of your application.

Applicants are strongly encouraged to submit their applications to Grants.gov early enough to resolve any unanticipated difficulties prior to the deadline. You may also submit a back-up paper submission of your application. Any such paper submission must be received in accordance with the requirements for timely submission detailed below under Submission Dates and Times. The paper submission must be clearly marked: **"Back-up for electronic submission."** The paper submission must conform to all requirements for non-electronic submissions. If both electronic and back-up paper submissions are received by the deadline, the electronic version will be considered the official submission.

After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. It is important that you retain this number. **Include the Grants.gov tracking number in the top right corner of the face page (SF 424 v2) for any paper submission. Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated your application. If you do not receive a Grants.gov tracking number, you may want to contact the Grants.gov help desk for assistance.**

The Grants.gov Web site does not accept electronic signatures at this time. Therefore, you must submit a signed paper original of the face page (SF 424 v2), the assurances (SF 424B), and hard copy of any other required documentation that cannot be submitted electronically. **You must include the Grants.gov tracking number for your application on these documents with original signatures, on the top right corner of the face page, and send the documents to the following address. The documents must be received at the following address within 5 business days after your electronic submission.** Delays in receipt of these documents may impact the score your application receives or the ability of your application to be funded.

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**
ATTN: Electronic Applications

For other delivery services, change the zip code to 20850.

If you require a phone number for delivery, you may use (240) 276-1199.

5. SUBMISSION DATES AND TIMES

Applications are due by close of business on **April 24, 2009**. Hard copy applications are due by 5:00 PM (EST). Electronic applications are due by 11:59 PM (EST). **Hand carried applications will not be accepted. Applications may be shipped using only Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).**

You will be notified by postal mail that your application has been received.

Your application must be received by the application deadline or it will not be considered for review. Please remember that mail sent to Federal facilities undergoes a security screening prior to delivery. You are responsible for ensuring that you submit your application so that it will arrive by the application due date and time.

If an application is mailed to a location or office (including room number) that is not designated for receipt of the application and, as a result, the designated office does not receive your application by the deadline, your application will be considered late and ineligible for review.

SAMHSA will not accept or consider any applications sent by facsimile.

SAMHSA accepts electronic submission of applications through www.Grants.gov. Please refer to the information above for "Guidance for Electronic Submission of Applications."

6. INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS

This grant program is covered under Executive Order (EO) 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part

100. Under this Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. Certain jurisdictions have elected to participate in the EO process and have established State Single Points of Contact (SPOCs). A current listing of SPOCs is included in the application kit and can be downloaded from the Office of Management and Budget (OMB) Web site at www.whitehouse.gov/omb/grants/spoc.html.

- Check the list to determine whether your State participates in this program. You **do not** need to do this if you are an American Indian/Alaska Native tribe or tribal organization.
- If your State participates, contact your SPOC as early as possible to alert him/her to the prospective application(s) and to receive any necessary instructions on the State's review process.
- For proposed projects serving more than one State, you are advised to contact the SPOC of each affiliated State.
- The SPOC should send any State review process recommendations to the following address within 60 days of the application deadline. **For United States Postal Service:** Crystal Saunders, Director of Grant Review, Office of Program Services, Substance Abuse and Mental Health Services Administration, Room 3-1044, 1 Choke Cherry Road, Rockville, MD **20857**. ATTN: SPOC – Funding Announcement No. **SP-09-003**. Change the zip code to **20850** if you are using another delivery service.

In addition, if you are a community-based, non-governmental service provider and you are not transmitting your application through the State, you must submit a Public Health System Impact Statement (PHSIS)¹ to the head(s) of appropriate State and local health agencies in the area(s) to be affected no later than the application deadline. The PHSIS is intended to keep State and local health officials informed of proposed health services grant applications submitted by community-based, non-governmental organizations within their jurisdictions. If you are a **State or local government or American Indian/Alaska Native tribe or tribal organization, you are not subject to these requirements.**

The PHSIS consists of the following information:

¹ Approved by OMB under control no. 0920-0428; Public reporting burden for the Public Health System Reporting Requirement is estimated to average 10 minutes per response, including the time for copying the face page of SF 424 v2 and the abstract and preparing the letter for mailing. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0920-0428. Send comments regarding this burden to CDC Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428).

- A copy of the face page of the application (SF 424 v2); and
- A summary of the project, no longer than one page in length that provides: 1) a description of the population to be served; 2) a summary of the services to be provided; and 3) a description of the coordination planned with appropriate State or local health agencies.

For SAMHSA grants, the appropriate State agencies are the Single State Agencies (SSAs) for substance abuse and mental health. A listing of the SSAs can be found on SAMHSA's Web site at <http://www.samhsa.gov/>. If the proposed project falls within the jurisdiction of more than one State, you should notify all representative SSAs.

If applicable, you must include a copy of a letter transmitting the PHSIS to the SSA in **Section M, "Notification Letter to the SSA."** The letter must notify the State that, if it wishes to comment on the proposal, its comments should be sent not later than 60 days after the application deadline to the following address. **For United States Postal Service:** Crystal Saunders, Director of Grant Review, Office of Program Services, Substance Abuse and Mental Health Services Administration, Room 3-1044, 1 Choke Cherry Road, Rockville, MD **20857**. ATTN: SSA – Funding Announcement No. **SP-09-003**. Change the zip code to **20850** if you are using another delivery service.

In addition:

- Applicants may request that the SSA send them a copy of any State comments.
- The applicant must notify the SSA within 30 days of receipt of an award.

7. FUNDING LIMITATIONS/RESTRICTIONS

Cost principles describing allowable and unallowable expenditures for Federal grantees, including SAMHSA grantees, are provided in the following documents, which are available at <http://www.hhs.gov/grantsnet> (Grants Policies and Regulations):

- Institutions of Higher Education: OMB Circular A-21
- State and Local Governments and Federally Recognized Indian Tribal Governments: OMB Circular A-87
- Nonprofit Organizations: OMB Circular A-122
- Hospitals: 45 CFR Part 74, Appendix E

In addition, SAMHSA's DFC grant recipients must comply with the following funding restrictions:

- DFC grant funds must be used for purposes supported by the program; and

- SAMHSA will not accept a “research” indirect cost rate. The grantee must use the “other sponsored program rate” or the lowest rate available.

8. OTHER SUBMISSION REQUIREMENTS

You may submit your application in paper or electronic format.

SAMHSA collaborates with <http://www.grants.gov/> to accept electronic submission of applications. To submit an application electronically, you must use the <http://www.grants.gov/> apply site. E-mail submissions will not be accepted. Please refer to the information above for “Guidance for Electronic Submission of Applications.” Following are instructions for submission of paper applications.

You must submit an original application and 2 copies (including attachments). The original and copies must not be bound. Do not use staples, paper clips or fasteners. Nothing should be attached, stapled, folded or pasted.

Send applications to the following address:

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**

Change the zip code to **20850** if you are using another delivery service.

Do not send applications to other agency contacts, as this could delay receipt. Be sure to include “**DFC – Mentoring, SP-09-003**” in item number 12 on the face page (SF 424 v2) of any paper applications. If you require a phone number for delivery, you may use (240) 276-1199.

Hand carried applications will not be accepted. Applications may be shipped using only Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).

SAMHSA will not accept or consider any applications sent by facsimile.

APPENDIX 2: SCORING SHEETS

TABLE 27: COMMUNITY NEEDS ASSESSMENT (MAXIMUM 20 POINTS)

#	Question	Points		Multiplier	Score	Comments:
A.1	Data Assessment for Mentee Community/Coalition	0-3		1.67		
A.2	Mentor Coalition's Related Experience	0-3	x	1.67		
A.3	Additional Data Needed for Mentee Community/Coalition	0-3	x	1.67		
A.4	Mentor / Mentee Relationship in Initial and Ongoing Assessment	0-3	x	1.67		
						= Section Total

TABLE 28: CAPACITY BUILDING (MAXIMUM 20 POINTS)

#	Question	Points		Multiplier	Score	Comments:
B.1	Mentor's Ability to Assist Mentee Community/Coalition	0-3		1.33		
B.2	Mentor Community/Coalition Achievements and Accomplishments	0-3	x	1.33		
B.3	Mentee Community/Coalition Structure	0-3	x	1.33		
B.4	Mentor and Mentee Community/Coalition Membership and Recruitment	0-3	x	1.33		
B.5	Mentee Community/Coalition Engagement, Membership and Participation	0-3	x	1.33		
						= Section Total

TABLE 29: PLANNING PROCESS AND IDENTIFICATION OF OBJECTIVES (MAXIMUM 25 POINTS)

#	Question	Points		Multiplier	Score	Comments:
C.1	Mentor Coalition Approach and Rationale to Developing the Mentoring Plan	0-3	x	2.08		
C.2	Mentee Community(ies)/Coalitions Involvement in Planning	0-3	x	2.08		
C.3	Mentor / Mentee Objectives Description	0-3	x	2.08		

#	Question	Points		Multiplier	Score	Comments:
C.4	Mentor/ Mentee Development of Objectives	0-3	x	2.08		
						= Section Total

TABLE 30: DFC MENTORING GRANT IMPLEMENTATION PLAN (MAXIMUM 20 POINTS)

#	Question	Points		Multiplier	Score	Comments:
D.1	Mentoring Grant Implementation Plan	0-3	x	2.22		
D.2	Mentee Community/Coalition Role in Implementation Plan	0-3	x	2.22		
D.3	Mentor Coalition Role in Implementation Plan	0-3	x	2.22		
						= Section Total

TABLE 31: EVALUATION (MAXIMUM 15 POINTS)

#	Question	Points		Multiplier	Score	Comments:
E.1	Mentee Community/Coalition Data Collection and Analysis	0-3	x	1.67		
E.2	Mentee Community/Coalition Data Dissemination	0-3	x	1.67		
E.3	Mentee Community/Coalition Evaluation Reporting—"Telling the Story"	0-3	x	1.67		
						= Section Total

APPENDIX 3: GLOSSARY

Below are definitions of some of the terms used in this RFA. The definitions in this glossary are included to provide guidance and clarity to applicants in preparing their applications.

Activities: Efforts (e.g. projects, programs, or other actions) to be conducted to achieve the identified objectives. A number of activities may be needed to achieve each objective (e.g., coordinate development and delivery of a multi-disciplinary, multi-agency program of parenting education for parents of elementary and middle school youth).

Assessment: Assessments involve the collection of data to define problems within a geographic area. It involves gathering data to construct a profile of your community's prevention needs. The assessment identifies, analyzes, and depicts the nature and extent of youth drug use in your community. Based on this data, the subset of modifiable risk and protective factors are selected as the focus of your coalition's prevention strategies.

ATOD: Acronym for alcohol, tobacco, and other drugs.

Communities of Focus or Target Area: The intended area of focus for the coalition's work. This includes the geographical area (and may include populations the coalition will focus on assisting) the coalition intends to impact. Each applicant must define the boundaries of their **Communities of Focus or Target Area**.

Capacity: Capacity involves the mobilization of resources within a geographic area (state/community). Efforts to engage community stakeholders, recruit and sustain the commitment of coalition members, and build prevention-related knowledge among its members and within the community.

Community Level Change: This is change that occurs within the population of focus in your catchment area and/or community of focus.

Community-Level Interventions: Community-level interventions are multi-component interventions that generally combine individual and environmental change strategies across multiple settings to prevent dysfunction and promote well-being among population groups in a defined local community.

Cultural Competence: (1) A set of behaviors, attitudes and policies that come together in a system, agency or program or among individuals, enabling them to function effectively in diverse cultural interactions. (2) A point on a continuum with several guiding principles that enables coalitions to have positive interactions in culturally diverse environments.

Economically Disadvantaged Area: An economically disadvantaged area is defined as 20% or more children living in households below the poverty line (as defined by the U.S. Census Bureau).

Evaluation: Evaluation is a systematic, data-driven examination of coalition development, functioning, outcomes, and effectiveness.

Goal: A broad statement of what the coalition project is intended to accomplish. For example, "To create a healthy community where drugs and alcohol are not abused by adults or used by underage youth."

Implementation: Implementation involves taking action guided by the Strategic Plan. Progress toward achieving objectives related to the goal of reducing substance abuse among youth is made through the implementation of related activities.

Objectives: What is to be accomplished during a specific period of time to move toward achievement of a goal, expressed in specific measurable terms. These are the results of coalition strategies to reduce substance abuse in their catchment area and/or community of focus. Activities are conducted to achieve the identified objectives.

Outcome: Outcomes are used to determine what has been accomplished, including changes in approaches, policies and practices to reduce risk factors and promote protective factors as a result of the work of the coalition. An outcome measures change is what you expect or hope will happen as a result of your efforts.

Outcome Evaluation: Outcome evaluation is evaluation that describes and documents the extent of the immediate effects of coalition strategies, including what changes occurred.

Process Evaluation: This is evaluation that describes and documents what was actually done, how much, when, for whom, and by whom during the course of the project.

Protective Factors: Factors that increase an individual's ability to resist the use of drugs, e.g., strong family bonds, external support systems, and problem solving skills.

Resources: A resource is any or all of those things that can be used to improve the quality of community life—the things that can help close the gap between what is and what ought to be.

Risk Factors: Those factors that increase an individual's vulnerability to drug use and abuse, e.g., academic failure, negative social influences and favorable parental or peer attitudes toward involvement with drugs or alcohol.

Rural: The Census Bureau's classification of "rural" consists of all territory, population, and housing units located outside of urbanized area (UA) or an urban cluster (UC). (See

Definition of Urban below). The rural component contains both place and nonplace territory. Geographic entities, such as census tracts, counties, metropolitan areas, and the territory outside metropolitan areas, often are "split" between urban and rural territory, and the population and housing units they contain often are partly classified as urban and partly classified as rural.

Strategic Planning: Planning involves the development of a strategic plan that includes policies, programs, and practices that create a logical, data-driven plan to address the problems identified in the assessment.

Strategy: The strategy identifies the overarching approach of how the coalition will achieve intended results.

Urban: The Census Bureau classifies as "urban" all territory, population, and housing units located within an urbanized area (UA) or an urban cluster (UC). It delineates UA and UC boundaries to encompass densely settled territory, which consists of:

- core census block groups or blocks that have a population density of at least 1,000 people per square mile and
- surrounding census blocks that have an overall density of at least 500 people per square mile.

Youth: Individuals 18 and younger.