

U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention



FY 2003

Drug-Free Communities Support Program: Coalition Mentoring Program

Program Announcement

Due Date: June 18, 2003



Office of National Drug Control Policy
and
Office of Juvenile Justice and Delinquency Prevention



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Application Checklist

All applications must be submitted electronically through the Office of Justice Program's Grants Management System (GMS) by June 18, 2003. Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

- _____ **An Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information sections in GMS.
- _____ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- _____ **Budget Detail Worksheet.** The budget detail worksheet must show the non-federal match and include a budget narrative that provides justification for all proposed costs. All funds requested under this program must be matched by other non-federal funds or in-kind support. Such matching funds may be identified in either the mentoring community, the community or communities receiving mentoring assistance, or some combination of both. Applicants serving Native American or Alaskan Native communities may identify other federal funds for matching purposes.
- _____ **Program Narrative.** The program narrative must include the following five sections:
 - _____ Project Abstract.
 - _____ Strengths of Mentoring Coalition
 - _____ Description of Coalition(s) To Receive Mentoring.
 - _____ Strategic Plan for the Mentoring Process.
 - _____ Evaluation.
- _____ **Other Program Attachments.** Provide a copy of the Memorandum of Understanding between the applicant and the coalition(s) that will receive mentoring services. Include a statement certifying that MOUs were signed by the appropriate parties. An information sheet (see GMS form) and a two-page description of the community or communities receiving mentoring should be attached to each MOU.

Note: The Program Narrative attachment must be saved in Rich Text Format (RTF) before it is submitted to GMS. If possible, the two other attachments should also be saved in RTF.

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Using a computer with Internet access, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. Note: Applicants without an Internet account should call the GMS Hotline at 888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the Drug-Free Communities Support Program: Coalition Mentoring Program guidelines and begin working on it. Applicants will receive e-mail confirmation from OJJDP that they are eligible to submit an application. Confirmation may take 1 to 7 days.

Plan ahead: All applicants must submit their user information by 5 p.m. Eastern Time on May 30, 2003 so that it can be approved by the Drug-Free Communities Support Program. Applicants can register at any time and are encouraged to do so as soon as possible.

Please note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in the applicant's organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information on the Overview, Applicant Information, and Project Information screens. Note: On the Project Information screen, the name of the coalition should be provided in the Descriptive Title of Applicant's Project box.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page ii and Application Requirements: Online Forms and Attachments on page 3 for detailed instructions about the information to include in each of these attachments.) Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for the application to be considered for funding. **Note:** The Program Narrative attachment must be saved in Rich Text Format (RTF) before it is submitted to GMS. If possible, the two other attachments should also be saved in RTF.

Submit your completed application online by 5 p.m. Eastern Time on June 18, 2003. The GMS system will provide notification that the application has been received and sent to OJJDP, as well as an application identification number for future reference.

Applicants who have any questions about GMS or need technical assistance with applying online, should contact the GMS Hotline at 888-549-9901.

Drug-Free Communities Support Program: Coalition Mentoring Program

Introduction

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP), are collaborating through the Drug-Free Communities Support Program to support and encourage the development of new—or expansion of existing—self-supporting community coalitions that are focused on the prevention and treatment of substance abuse in the new (or expanded) coalition’s community. ONDCP and OJJDP continue to collaborate through the Drug-Free Communities Support Program to reduce substance abuse among youth; strengthen collaboration between community coalitions; enhance intergovernmental collaboration, cooperation, and coordination; enable communities to conduct data-driven, research-based prevention planning; and provide technical assistance, guidance, and financial support to coalitions for mentoring activities. ONDCP and OJJDP invite eligible applicants (see Eligibility Criteria on page 2) to review this announcement for the Coalition Mentoring Program. Approximately 25 grants of up to \$75,000 each will be made available through a competitive grant process in fiscal year (FY) 2003.

Background

The Drug-Free Communities Act (Pub. L. No. 105–20) was signed into law on June 27, 1997. The Act provides financial assistance and support to community coalitions to carry out the mission of reducing substance abuse among the nation’s youth. On December 14, 2001, Public Law 107–82, 115 Stat. 814 (2001) reauthorized the program for 5 years.

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

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

Since 1998, 538 Drug-Free Communities Support Program grants have been awarded, with an additional 140–150 expected in FY 2003. The program sites represent a cross-section of projects from every region in the nation and include grantees in rural, urban, suburban, and tribal communities. A list of the FY 1998, 1999, 2000, 2001, and 2002 grantees and descriptions of their projects can be found on the Drug-Free Communities Web site (ojjdp.ncjrs.org/dfcs). Although this is the first year of Coalition Mentoring Program grants, it is expected that this type of grant will be available in future years if the performance of those coalitions receiving initial awards is successful.

Purpose

The purpose of the Coalition Mentoring Program is to support and encourage the development of new—or expansion of existing—community antidrug coalitions that are focused on the prevention and treatment of substance abuse in the new (or expanded) coalition’s community. Applicants may propose to assist one or more communities in efforts to begin coalition operations or to expand or strengthen the operations of coalitions that want to receive such assistance.

This mentoring program is an effort to explore whether the number and quality of local coalitions can be enhanced through the assistance of capable, experienced Drug-Free Community coalitions. A variety of differing types of coalition mentoring approaches will be considered.

The Coalition Mentoring Program grants for FY 2003 will be available for applicants in amounts up to \$75,000 for a 12-month period. Applicants applying for the full amount will generally be expected to mentor multiple coalitions.

Eligibility Criteria

To be eligible to receive a Coalition Mentoring Program grant, **a coalition must be awarded an initial or continuation Drug-Free Communities Support Program grant in FY 2003.** In addition, applicant coalitions must meet the following criteria:

- , The coalition has been in existence for at least 5 years.
- , The coalition has achieved, by or through its own efforts, measurable results in the prevention and treatment of substance abuse among youth.
- , The coalition has staff, volunteers, or members willing to serve as mentors for persons seeking to start or expand the activities of other coalitions in the prevention and treatment of substance abuse.
- , The coalition has demonstrable support from key sectors of the community or communities in which the coalition mentoring activities to be supported by the grant under this section are to be carried out.

Application Review and Funding Decisions

Funding decisions will be made on the basis of several criteria. These include the merit and fundamental strength of the application, geographic considerations, the socioeconomic status of the community being mentored, and the potential for success. A knowledgeable panel of experts on community antidrug coalitions will conduct the review process. Applications that meet all eligibility requirements will be evaluated and rated by a government review panel according to the selection criteria described under Application Requirements (see below). Applications are rated on a 100-point scale. Point values for individual elements of the application are presented below with the description of that element. Note: Elements that are not given point values are still required, and applications must include all the required elements to be eligible to participate in the review process. Grant awards will be announced no later than September 30, 2003.

Application Requirements: Online Forms and Attachments

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 different items that are to be completed in the Overview, Applicant Information, and Project Information sections of the GMS application.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

- , **Assurances.** The applicant must comply with assurances in order to receive federal funds under this Program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- , **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

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

Budget Detail Worksheet (Attachment #1) (10 points)

Applicants must submit both a budget worksheet and a budget narrative. The budget worksheet provides the detailed computation for each budget item. The budget narrative justifies or explains each budget item and relates it to project activities.

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, (3) includes both the federal request and match requirement, including in-kind contributions, and (4) provides a brief supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). Total costs specified in the Budget Detail Worksheet must match the amount provided in the Program Narrative section in GMS.

Budget Narrative

The budget narrative section should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. The applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A Sample Budget Detail Worksheet, which details a federal request and a sample non-federal match with accompanying budget narrative, can be found on OJJDP's Web site under "Grants & Funding" (www.ojjdp.ncjrs.org/grants/current.html).

Additional Budget Considerations

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

- , Applicants must provide a dollar-for-dollar match. Match can be in-kind or cash. Match can be contributed by the coalition to be mentored, or a combination of match funds from the coalitions involved in the mentoring relationship.
- , Federal funds, including federal funds passed through a state or local government, cannot be used as the match. The only exception to the use of federal funds as match applies to tribal entities. Tribal entities, listed as such on their SF-424, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government.
- , Applicants receiving other funds (current, recent, or expected) in support of the proposed activity must include information in the budget narrative on all sources of these funds, including funding from other federal agencies, the anticipated total to be received, and a brief description of any other program(s) receiving such funds.
- , Allowable budget items for mentoring activities may include, but are not limited to, funds for travel for training purposes, consultants, local training, attendance at appropriate regional or national training events, and for convening local public policy forums or Town Hall meetings.

Program Narrative (Attachment #2) (Total: 90 points)

The Program Narrative attachment must include five separate sections: a project abstract, a description of the strengths of the mentoring coalition, a description of coalition(s) to receive mentoring, a strategic plan for the mentoring process, and a plan for evaluating the mentoring relationship. The Program Narrative (including all five required sections) must use a standard 12-point font and 1-inch margins, and must not exceed 20 pages. Please limit the use of acronyms. If they are used they must be spelled out when first referenced.

Project Abstract

The Project Abstract should not exceed 200 words. It should briefly describe the overall strategic plan to achieve the goals of the mentoring project.

Strengths of Mentoring Coalition (25 points)

Briefly discuss the history of the mentoring coalition's most successful strategies. Indicate the key sectors (e.g. school system, juvenile court, parent association, etc.) that are expected to play important roles in the mentoring relationship. Discuss the mentoring coalition's experience with local measurement of youth drug use and related issues and the coalition's additional experience with evaluating the effectiveness of key strategies or programs carried out by coalition member organizations. Describe efforts to better inform local decisionmakers (e.g., the city council, county commission, United Way, etc.) about drug issues in the community. In addition, describe any previous history with assisting other coalitions in other communities.

Description of Coalition(s) To Receive Mentoring (20 points)

Describe the community or communities that will receive the mentoring assistance. Include basic demographic and socioeconomic information, pertinent data describing drug-use problems among youth, previous efforts to develop community antidrug coalitions, a summary of key risk and protective factors relating to drug use, and any reasons for optimism that the community is ready to develop or enhance their community coalition. If the applicant proposes to assist multiple coalitions, these descriptions will need to be abbreviated. For all communities expected to receive mentoring, please complete a memorandum of understanding and a one- to two- page project information summary (as described on page 6). These last items should be included in the "Other Program Attachments" (see page 6 for more information).

Strategic Plan for the Mentoring Process (30 points)

Present a strategic plan that includes the goals, objectives, and outcomes expected of the mentoring relationship. Provide assurances that coalitions receiving mentoring involve multiple sectors of the community and develop multiple strategies to address the drug problems of youth, which may include the underage use of alcohol and tobacco. Keep in mind that the Drug-Free Communities Support Program does not expect that community coalitions will necessarily operate direct service programs. Specific prevention or intervention programs are more appropriately the responsibility of coalition member organizations rather than the coalition itself. The Drug-Free Communities Coalition Mentoring Program especially values strategic plans that stress measurement of drug-use problems and evaluation of local strategies and programs.

Evaluation (15 points)

Describe a plan for evaluating the mentoring experience. Describe the evaluation plan for the mentoring activities and include a timeline of specific milestones. Include both process and outcome measures as part of the evaluation plan. If you plan to use an outside evaluator (this is not mandatory), please include his/her resume.

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation requires recipients of federal grant awards under this program to collect and report data which measure the results of the DFCSP Coalition Mentoring Program. To ensure accountability of these data, for which OJP is responsible, the following performance measure is provided: "Number and types of partnerships formed with new coalitions."

Your assistance in obtaining this information will facilitate future program planning and allow OJP to provide the Congress with measurable program results of federally funded programs.

Format

The Program Narrative must be formatted for printing on 8 ½ - by 11- inch paper using a standard 12 point font, double line spacing, and 1- inch margins on all sides. The double spacing, font size, and margin requirements apply to all parts of the Program Narrative including lists, tables, bulleted items, and quotations. The Program Narrative must not exceed 20 pages (please number pages). These requirements are necessary to maintain fair and uniform consideration of all applicants. If the narrative does not conform to these standards, OJJDP will deem the application ineligible for consideration. **Note:** The Program Narrative attachment must be saved in Rich Text Format (RTF) before it is submitted to GMS. If possible, the Budget Detail Worksheet (Attachment #1) and Other Program Attachments (Attachment #3) should also be saved in RTF.

Other Program Attachments (Attachment #3)

Provide a copy(ies) of the Memorandum of Understanding between the applicant and the coalition(s) that will receive mentoring services. Include a statement certifying that MOUs were signed by the appropriate parties. Provide a one-to-two page project information summary of the coalition to be mentored. (If more than one coalition is to be mentored, provide a separate project information for each.) The project information summary must include the following:

- , Name of applicant.
- , Name of the coalition.
- , Date coalition was established.
- , Descriptive project title.
- , Amount of funds requested.
- , Mailing address.
- , Congressional district(s) served by the coalition.
- , Name(s) of Congress member(s) who represent the district(s) served by the coalition.
- , Applicant contact (include phone number and e-mail address).
- , Official authorized to accept funds on behalf of the coalition (include phone number and e-mail address).
- , Project director (include phone number and e-mail address).
- , Coalition board chair/president (include phone number and e-mail address).
- , Evaluation contact (include phone number and e-mail address).
- , Population of target area.

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- , County(ies) served by the coalition.
 - , Principal towns/neighborhoods served by the coalition.
 - , Geographic boundaries served by the coalition.
 - , Population ethnicity of the geographic area served by the coalition.
 - , Geographic type (i.e., urban, suburban, rural, mixed).
 - , Economic status of the target population.
 - , Indicate whether the coalition serves a target population within a jurisdiction designated by the U.S. Department of Housing and Urban Development as an Empowerment Zone or Enterprise Community. If so, indicate which designation.
 - , Identify all present federal and state funding streams that are coordinated with or related to the coalition's efforts. (These would include involvement with officially recognized OJP Weed & Seed sites, drug courts, OJJDP's Enforcing Underage Drinking Laws Program, the Center for Substance Abuse Prevention's State Incentive subgrants, and U.S. Department of Education's Safe and Drug-Free Schools sites, among others.) Indicate status of funding. Also indicate if there is a gang problem in the targeted community and identify any local, state, or federal programs in place to address gang activity.
 - , Other principal funding sources/initiatives.
 - , Religious/faith-based affiliation of the coalition, if any.
 - , First year the coalition received a Drug-Free Communities Support Program grant, if applicable.

Administrative Requirements

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview Section of the GMS application.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on

grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Privacy Certificate Requirements

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

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an Institutional Review Board (IRB), in accordance with DOJ regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before federal funds can be disbursed for human subjects activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on OJJDP’s Web site under “Grants & Funding” (ojjdp.ncjrs.org/grants/current.html).

Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and the Office of Justice Program’s *Financial Guide* available from OJP. This *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The *Guide* will be provided upon request and will govern the administration of funds by all successful applicants.

Government Audit Requirements

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award to their cognizant federal agency.

Grantees must comply with the following OJP reporting requirements:

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- , **Financial Status Reports (SF-269).** Financial status reports should be completed and provided to the Office of the Comptroller's Control Desk within 45 days after the end of each calendar quarter during the grant period.
 - , **Categorical Assistance Progress Reports (OJP Form 4587/1).** Categorical Assistance Progress Reports should be completed and provided to the Office of the Comptroller's Control Desk within 30 days after the end of the 6/30 and 12/31 semiannual period during the grant period.

Award Amount

Approximately 25 grants of up to \$75,000 each will be made available through a competitive grant process in fiscal year (FY) 2003. Applicants must provide a dollar-for-dollar match. Federal funds, including federal funds passed through a state or local government, cannot be used as the dollar-for-dollar match. The only exception to the use of federal funds as match applies to tribal entities. Tribal entities, listed as such on their SF-424, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government.

Award Period

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

Due Date

Applications must be received by 5 p.m. Eastern Time on June 18, 2003 using the OJP Grants Management System at www.ojp.usdoj.gov/fundopps.htm. Faxed or mailed applications will not be accepted.

Suspension or Termination of Funding

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

- , Failing to comply substantially with the requirements or statutory objectives of the OJJDP Act, program guidelines issued thereunder, or other provisions of federal law.
- , Failing to make satisfactory progress toward the goals or strategies set forth in this application.
- , Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- , Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- , Failing to submit reports.
- , Filing a false certification in this application or other report or document.

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

Directories

Contact information for the Alcohol and Drug State Authority List, OMB State Single Points of Contact, and State Advisory Groups, State Planning Agencies, and Juvenile Justice Specialists is available on OJJDP's Web site under "Grants & Funding" (ojjdp.ncjrs.org/grants/current.html).

Glossary

A glossary of terms is available on OJJDP's Web site under "Grants & Funding" (ojjdp.ncjrs.org/grants/current.html).

Questions

If you have questions or need further information, e-mail drugfree@ncjrs.org. Please note in the subject line of the e-mail that the e-mail relates to the "Coalition Mentoring Program."