



# **FY 2004 Drug-Free Communities Support Program: Coalition Mentoring Program**

**Program Announcement**

**Due Date: June 24, 2004**



Sponsored by the  
Office of National Drug Control Policy  
and the  
Office of Juvenile Justice and Delinquency Prevention



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## How to Apply

The Office of Justice Programs (OJP) requires applicants to submit applications for funding through OJP's Grants Management System (GMS). Access through the Internet to this online application system expedites and streamlines the receipt, review, and processing of requests for funding. Final applications will only be accepted through the GMS online application system.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number is required whether an applicant is submitting through GMS or using the governmentwide electronic portal ([grants.gov](http://grants.gov)). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505. When calling the toll-free number, inform the operator that you are in the process of applying for a federal grant; this will ensure you are not charged for the processing of your DUNS number.

To learn how to begin the online application process, please see the Step-by-Step Guide to OJP's Grants Management System. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). A toll-free telephone number (888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Application deadlines are as follows:

- ◆ Applicants must obtain a DUNS number prior to registration.
- ◆ Applicants must register on GMS by 8:00pm Eastern Time, June 23, 2004.
- ◆ Applicants must submit completed applications by 8:00pm Eastern Time, June 24, 2004.

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

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# Application Checklist

## Drug-Free Communities Support Program: Coalition Mentoring Program

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS) by 8:00pm Eastern Time, June 24, 2004:

\_\_\_\_\_ **DUNS Number.** Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505.

\_\_\_\_\_ **GMS Registration.** Registration must be completed no later than 8:00pm Eastern Time, June 23, 2004.

\_\_\_\_\_ **Application for Federal Assistance (SF-424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.

\_\_\_\_\_ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

\_\_\_\_\_ **Budget Detail Worksheet.** The Budget must include a worksheet that shows the non-federal match and a narrative that provides justification for all proposed costs.

\_\_\_\_\_ **Program Narrative.** The Program Narrative must include: a project abstract, a description of the strengths of the mentoring coalition, a description of the readiness of the coalition(s) to receive mentoring, a strategic plan for the mentoring process, and a plan for evaluating the mentoring relationship.

\_\_\_\_\_ **Other Program Attachments.** The Other Program Attachments must include the following items in a single file:

- \_\_\_\_\_ Project Timeline.
- \_\_\_\_\_ Personnel Information.
- \_\_\_\_\_ Memorandum(s) of Understanding.
- \_\_\_\_\_ Project Information Summary(ies).
- \_\_\_\_\_ Letter of Intent Sent to the Alcohol and Drug State Authority.

*Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). Refer to corresponding sections in this program announcement for more detailed information about the required contents of each attachment.*

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# Step-by-Step Guide to OJP's Grants Management System

## (<https://grants.ojp.usdoj.gov>)

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.729, titled "Drug-Free Communities Support Program."

OJP requires that applications for funding be submitted through OJP's Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

Applicants should use all criteria and guidelines found in this program announcement to assist them in preparing their grant application. Applications must be submitted to OJP electronically through GMS no later than 8:00pm Eastern Time, June 24, 2004. However, in order to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by 8:00pm Eastern Time, June 23, 2004.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 888-549-9901.

### **Step 1: Signing On**

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and entered the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID should select "New User? Register Here." After providing all the required information, click on "Create Account" at the bottom of the page. Applicants should be sure to note their user ID and password, which are case sensitive.

Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505.

### **Step 2: Registering on GMS/Selecting the Program**

*Applicants must register on GMS by 8:00pm Eastern Time, June 23, 2004.*

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office of Juvenile Justice and Delinquency Prevention" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in

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OJJDP.

From the list of OJJDP grants, find “Drug-Free Communities Support Program: Coalition Mentoring Program” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

### **Step 3: Completing Overview Information**

Select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at [policy.fws.gov/library/rgeo12372.pdf](http://policy.fws.gov/library/rgeo12372.pdf)), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

### **Step 4: Completing Applicant Information**

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

### **Step 5: Completing Project Information**

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter a start date for the project that is on or after October 1, 2004, and an end date that is no more than 12 months later.

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying (no more than \$75,000) in the

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federal line under the “Estimated Funding” section. Enter the amount of other contributions in the appropriate lines to explain the origins of the required match.

Click “Save and Continue.”

### **Step 6: Uploading Attachments**

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Requirements for detailed instructions about the information to include in each attachment.)

- ◆ Budget Detail Worksheet (Attachment #1).
- ◆ Program Narrative (Attachment #2).
- ◆ Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

*Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.*

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

### **Step 7: Completing the Assurances and Certifications**

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have selected both documents, then enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.



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Click “Save and Continue.”

### **Step 8: Reviewing the SF-424**

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete,” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OJJDP has approved your user ID. OJJDP will approve your user ID within 2 business days after you begin your application.

***Applicants must submit completed applications by 8:00pm Eastern Time, June 24, 2004.***

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# Drug-Free Communities Support Program: Coalition Mentoring Program

## Introduction

The Drug-Free Communities Act of 1997 and its reauthorization Act of 2001 require the Executive Office of the President, Office of National Drug Control Policy (ONDCP) to implement the Drug-Free Communities Support Program (DFCSP). ONDCP has delegated the administration of the grant program to the Office of Juvenile Justice and Delinquency Prevention (OJJDP). ONDCP and OJJDP are collaborating through DFCSP 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. DFCSP's goals are to (1) 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 and (2) establish and strengthen collaboration among communities, private nonprofit agencies, and federal, state, local, and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.

The Drug-Free Communities Act, as amended, also provides for awards to support coalition mentoring activities. ONDCP and OJJDP invite eligible applicants (see Eligibility on page 2) to review this announcement for the DFCSP Coalition Mentoring Program. Approximately 20 grants of up to \$75,000 will be made available through a competitive grant process in fiscal year (FY) 2004.

## Purpose

The purpose of the DFCSP Coalition Mentoring Program is to utilize experienced, successful DFCSP grantees 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. 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.

DFCSP Coalition Mentoring Program grants for FY 2004 will be available for applicants in amounts up to \$75,000 for a 12-month period. A variety of differing types of coalition mentoring approaches will be considered. Applicants applying for the full amount will be expected to mentor more than one coalition.

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## 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. The Drug-Free Communities Support Program, created through the Drug-Free Communities Act, provides grant funds to eligible coalitions. Grant awards are made available by OJJDP through an interagency agreement with ONDCP.

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

Since 1998, 721 DFCSPP grants have been awarded, with an additional 180 expected in FY 2004. The program sites represent a cross section of projects from every region in the nation and include grantees in rural, urban, suburban, and tribal communities. A list of the FY 1999, 2000, 2001, 2002, and 2003 grantees and descriptions of their projects can be found on the DFCSPP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). In FY 2003, 20 sites were awarded DFCSPP Coalition Mentoring Program grants, and it is anticipated that the same number will be awarded in FY 2004.

## Eligibility

To be eligible to receive a DFCSPP Coalition Mentoring Program grant, a coalition must receive an initial or continuation DFCSPP grant in FY 2004. *Note: Interested applicants will need to apply for a DFCSPP Coalition Mentoring Program grant without knowing whether their FY 2004 DFCSPP application was successful.* In addition, applicant coalitions must meet the following criteria:

- ◆ The coalition has been in existence for at least 5 years.
- ◆ The coalition has achieved, 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.

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- ◆ The coalition has demonstrable support from key sectors of the community(ies) where the coalition will carry out the specific mentoring activities supported by the grant. Demonstrable support should be documented by the inclusion of memorandums of understanding (MOUs) between the applicant and the coalition(s) to be mentored.

## **FY 2003 DFCSP Coalition Mentoring Program Grantees**

Grantees that received a DFCSP Coalition Mentoring Program grant in FY 2003 are *not eligible* to apply for funds under this program announcement. FY 2003 DFCSP Coalition Mentoring Program grantees will have the opportunity to apply for FY 2004 continuation funding through separate program guidelines that are sent directly to these grantees.

## **Faith-Based and Community Organizations**

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

## **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. 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. Please refer to the application checklist to be certain all elements are included before submitting your application.*

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# Application Requirements

Applicants to the FY 2004 DFCSP Coalition Mentoring Program must submit the following information online through GMS:

- ◆ DUNS Number.
- ◆ GMS Registration.
- ◆ Application for Federal Assistance (SF-424).
- ◆ Assurances and Certifications.
- ◆ Budget Detail Worksheet (including detailed worksheet and descriptive narrative).
- ◆ Program Narrative (including project abstract, strengths of mentoring coalition, readiness of coalition(s) to receive mentoring, strategic plan for the mentoring process, and evaluation plan).
- ◆ Other Program Attachments (including project timeline, personnel information, memorandum(s) of understanding, project information summary(ies), and letter of intent sent to Alcohol and Drug State Authority, ).

Detailed instructions and descriptions of each of the required application elements are provided below. Applications that do not include all the required elements will not be considered for funding.

*Note: Files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt).*

An Application Checklist has been provided for your convenience (see page iv).

## DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System or using the governmentwide electronic portal (grants.gov). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

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Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800–333–0505.

## **GMS Registration**

Applicants must register for this solicitation by selecting “Drug-Free Communities Support Program: Coalition Mentoring Program” from the Funding Opportunities page in GMS. To register, applicants must select “Apply Now,” read the warning message that appears, and select “Continue.” The deadline for applicants to register on GMS is 8:00pm Eastern Time, June 23, 2004.

## **Application for Federal Assistance (SF–424)**

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information needed to generate the Application for Federal Assistance (SF–424), a standard form used by most federal agencies.

## **Assurances and Certifications**

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

The authorizing official 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.

### **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

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Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace.”

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars. Because the new rules are more restrictive, grantees are encouraged to study the relevant statutes and to seek appropriate legal counsel where questions may arise.

## **Budget Detail Worksheet (10 points)**

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) includes both the federal request and match requirement, including in-kind contributions; and (4) provides a brief supporting narrative to link costs with project activities. The budget must reflect the guidelines under Award Amount and Award Period.

*Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.*

## **Budget Worksheet and Narrative**

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. The worksheet should provide the detailed computation for each budget line item. The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if

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applicable) were calculated. The budget narrative should also justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget can be found on page 19. *As with the Program Narrative and Other Program Attachments files, the Budget Detail Worksheet file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

## **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 in their GMS Registration information, may use federal funds appropriated for substance abuse activities through the Bureau of Indian Affairs, the Indian Health Service, or tribal government.
- ◆ 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 and the anticipated total to be received.
- ◆ 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**

The Program Narrative, which is limited to 13 single-spaced pages, is worth a total of 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 the 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 required sections) must be single-spaced using a standard 12-point font and 1-inch margins on all sides. The 13-page limit (please number pages 1 of 13, 2



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of 13, etc.) includes any charts, tables, or figures. Please limit the use of acronyms. If used, acronyms must be spelled out when first referenced. *As with the Budget Detail Worksheet and Other Program Attachments files, the Program Narrative file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

## **Project Abstract**

The Project Abstract should not exceed 250 words. It must identify the mentor coalition and provide information on the coalition(s) to receive mentoring, including a description of the geographic area and demographics of the target population of the proposed coalition mentoring program (i.e., identify whether the area is primarily urban, suburban, or rural; indicate if it is a tribal area; and note the total population of the targeted area). The abstract should briefly describe the activities and strategies that will be implemented to achieve the goals and objectives of the mentoring project.

The following is a sample project abstract:

### **SAMPLE PROJECT ABSTRACT**

The [insert name of mentoring coalition] has served [insert name of community] for the past [X] years. The [insert name of mentoring coalition] proposes to mentor the following coalition[s]. The [insert name of the coalition to receive mentoring] serves [identify and describe the target area and population served by the coalition, i.e., identify whether the area is primarily urban, suburban, or rural; indicate if it is a tribal area; and note the total population of the targeted area]. The [insert name of the second coalition to receive mentoring] serves [identify and describe the target area and population served by the coalition, i.e., identify whether the area is primarily urban, suburban, or rural; indicate if it is a tribal area; and note the total population of the targeted area].

To achieve the goals of the DFCSPP Coalition Mentoring Program, which will focus on the development of new, or expansion of existing, community antidrug coalitions that prevent and treat substance abuse, the mentoring coalition will implement the following strategies: [enumerate the programmatic strategies].

Repeat the last sentence of the first paragraph for each coalition that will receive mentoring.

## **Strengths of Mentoring Coalition (25 points)**

Briefly discuss the mentoring coalition's most successful strategies, highlighting the last 5 years of the coalition's work. List the measurable results achieved through the mentoring coalition's efforts. Describe the key sectors (e.g., school system, juvenile court, parent association) and the roles that they are expected to play in the mentoring relationship. Discuss the mentoring coalition's experience with local data collection, local measurement of youth drug use, and

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identification of risk and protective factors. Include the coalition's additional experience with evaluating the effectiveness of key strategies or programs carried out by the coalition's member organizations. Describe the mentor coalition's efforts to better inform local decisionmakers (e.g., the city council, county commission, etc.) about drug issues in the community. If applicable, describe how the coalition has mentored other coalitions and/or assisted in the development of coalitions in other communities.

*The resumes and job descriptions included in the Personnel Information section of the Other Program Attachments (see page 11) may be used to assess the strengths of the mentoring coalition.*

### **Readiness 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, present pertinent data describing drug-use problems among youth, note previous efforts to develop community antidrug coalitions, and summarize existing key risk and protective factors relating to drug use. Describe specific reasons why the community is ready to develop or enhance their community coalition and provide clear assurances that the coalition(s) receiving mentoring will involve multiple sectors of the community (this can be achieved by including a roster for each coalition being mentored). If the applicant proposes to assist multiple coalitions, these descriptions will need to be abbreviated.

*The memorandum(s) of understanding included in the Other Program Attachments (see page 11) may be used to assess the readiness of the coalition(s) to receive mentoring.*

### **Strategic Plan for the Mentoring Process (30 points)**

Present a strategic plan that includes the goals, objectives, activities, and expected outcomes of the mentoring relationship. Explain how the applicant will help the mentored coalition(s) to develop multiple strategies to address the drug problems of youth, which may include the underage use of alcohol and tobacco. In addition, include a discussion of the strategies the applicant will use to strengthen collaboration among the various community sectors that will be involved in the mentored coalition(s). *Keep in mind that the DFCSA Coalition Mentoring Program does not expect community coalitions to operate direct service programs. Specific prevention or intervention programs are more appropriately the responsibility of coalition member organizations rather than the coalition itself.*

*The project timeline included in the Other Program Attachments (see page 11) may be used to assess the strategic plan for the mentoring process.*

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## Evaluation Plan (15 points)

Describe the evaluation plan that will be used to assess the mentoring experience and measure the results of the activities specified in the strategic plan. In addition, the evaluation plan must provide information on how the applicant will collect data on the following required performance measures (see also page 14):

- ◆ Increased strategies the mentored coalition will use to prevent substance abuse (including alcohol and tobacco).
- ◆ Increased number of sectors participating in the mentored coalition's substance abuse prevention efforts.
- ◆ Improved measurement capabilities of the mentored coalition.

If the applicant plans to use an outside evaluator (this is not mandatory), please include his/her resume in the Personnel Information section of the Other Program Attachments file (see page 11). A copy of any additional tangible material products resulting from this grant must be provided to OJJDP.

*The project timeline included in the Other Program Attachments (see page 11) may be used to assess the evaluation plan.*

## Other Program Attachments

Applicants must provide the following materials in a single file as an attachment to their GMS application. *As with the Budget Detail Worksheet and Program Narrative files, the Other Program Attachments file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

Please provide the following items in the order presented here and using the headings as indicated, starting each section on a new page. In other words, the Other Program Attachments will be one file with 5 sections, with each section beginning on a new page. The sections are:

- ◆ Project Timeline.
- ◆ Personnel Information.
- ◆ Memorandum(s) of Understanding.
- ◆ Project Information Summary(ies).
- ◆ Letter of Intent Sent to the Alcohol and Drug State Authority.

Descriptions of these sections are given below.

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## **Project Timeline**

This section must include a 1-year project timeline that outlines each project goal, related activity, completion time, and responsible party. The timeline should cover all activities presented in the applicant's strategic plan (see page 9). The timeline must also include specific milestones with both process and outcome measures as noted in the applicant's evaluation plan (see page 10).

*The timeline may be assessed when evaluating the applicant's strategic plan (see page 9) and evaluation plan (see page 10).*

## **Personnel Information**

This section must include:

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

*The personnel information may be assessed when evaluating the strengths of the mentoring coalition (see page 8).*

## **Memorandum(s) of Understanding**

Provide a copy(ies) of the Memorandum(s) of Understanding between the applicant and each of the coalitions that will receive mentoring services. *The applicant must certify that a signed hardcopy of the originals will be maintained by the coalition.*

*The memorandum(s) of understanding may be assessed when evaluating the readiness of the coalition(s) to receive mentoring (see page 9).*

## **Project Information Summary(ies)**

Provide a project information summary *for each* coalition to be mentored. The project information summary(ies) must include all the following information *exactly as defined* below:

### **General Information**

- ◆ Name of the coalition.
- ◆ Mailing address of the coalition (including zip code).

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- ◆ Date the coalition was established.
  - ◆ Indicate whether the coalition is religious/faith-based.
  - ◆ List all the drugs addressed by the coalition (including marijuana, alcohol, tobacco, methamphetamine, MDMA [ecstasy], steroids, inhalants, heroin, and any other drugs).
  - ◆ List all the coalition's other federal and state funding sources (including OJP's Weed & Seed program, Drug Courts, OJJDP's Enforcing Underage Drinking Laws Program, Center for Substance Abuse Prevention State Incentive subgrants, U.S. Department of Education's Safe and Drug-Free Schools program, etc.).
  - ◆ List any other of the coalition's funding sources (including foundations, fundraising drives, corporate support, and any other funding sources).

### **Other Contact Information**

Please provide contact information for the following individuals.

- ◆ Coalition board chair/president (include name, phone number, and e-mail address).
- ◆ Project director (include name, phone number, and e-mail address).
- ◆ Evaluation contact (include name, phone number, and e-mail address).

### **Demographics**

Please provide the following information describing the target area served by the coalition.

- ◆ Congressional district(s) served by the coalition.
- ◆ Zip code(s) of the target area served by the coalition.
- ◆ Geographical boundaries of the target area served by the coalition (i.e., city, county coordinates, street intersections, etc.).
- ◆ Total population of the target area served by the coalition.
- ◆ Population of school-age children in the target area served by the coalition.
- ◆ Population ethnicity of the target area served by the coalition (indicate by percentage using

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U.S. Bureau of the Census designations).

- ◆ Indicate whether the target area served by the coalition is primarily rural, suburban, or urban. Select one, based on the following definitions:
  - ▶ *Rural*. A rural area is defined as a county with a population of no more than 30,000. If rural, please identify the county(ies) served by the coalition.
  - ▶ *Suburban*. A suburban area is defined as (a) urban fringe of a large city—any incorporated place, a Census-designated place (CDP), or non-place territory within a consolidated metropolitan statistical area (CMSA) or metropolitan statistical area (MSA) of a large city and defined as urban by the U.S. Bureau of the Census; or (b) urban fringe of a midsize city—any incorporated place, CDP, or non-place within a CMSA or MSA of a midsize central city and defined as urban by the U.S. Bureau of the Census.
  - ▶ *Urban*. An urban area is defined as (a) large city—a central city of a MSA or CMSA with a population of at least 250,000; or (b) midsize city—central city of an MSA or CMSA with a population less than 250,000.
- ◆ Indicate whether the coalition serves a federally recognized tribal area.
- ◆ Indicate whether the coalition serves an area that is economically disadvantaged (as defined by 20 percent or more children in the affected school districts living at or below 185 percent of the poverty level).
- ◆ Indicate whether the coalition serves a target population within a jurisdiction designated by the U.S. Department of Housing and Urban Development as an Empowerment Zone (EZ) or Enterprise Community (EC).
- ◆ Indicate whether local law enforcement considers that there is a gang presence in the target area served by the coalition.

The information provided in the project information summary(ies) will be collected in a DFCSP grantee database to assist ONDCP and OJJDP with the administration of the Drug-Free Communities Support Program.

### **Letter of Intent Sent to the Alcohol and Drug State Authority**

Before submitting its application, the coalition must send a letter to the Alcohol and Drug State Authority, notifying the Authority of the coalition's intent to apply for a DFCSP Coalition Mentoring Program grant. A list providing contact information for each Alcohol and Drug State Authority is available on the DFCSP Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)). The purpose of this letter of

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intent is to enhance intergovernmental collaboration, cooperation, and coordination. A copy of this letter must be included in the Other Program Attachments file.

## **Performance Measures**

The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, grantees will be required to collect and report data which measure the results of the program implemented with this grant. To ensure accountability of these data, for which ONDCP and OJP are responsible, the following performance measures are provided:

- ◆ Increased strategies the mentored coalition will use to prevent substance abuse (including alcohol and tobacco).
- ◆ Increased number of sectors participating in the mentored coalition’s substance abuse prevention efforts.
- ◆ Improved measurement capabilities of the mentored coalition.

Award recipients will be required to collect and report data in support of these measures. Recipients’ assistance in obtaining this information will facilitate future program planning and will allow ONDCP to provide Congress with measurable program results of federally funded programs.

## **Administrative Requirements**

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if this program has been selected for review by the state. A list of state SPOCs is available on the Office of Management and Budget Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

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## Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts, including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding sought by this application. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose. “Related efforts” is defined for these purposes as one of the following:

- ◆ Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
- ◆ Another phase or component of the same program or project (e.g., to implement a planning effort funded by other federal funds or to provide a substance abuse treatment or education component within a criminal justice project).
- ◆ Services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

## Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), or by contacting OJP’s Office for Civil Rights at 202–307–0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street NW., 8th Floor, Washington, DC 20531.



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## Privacy Certificate Requirements

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

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

## Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and the OJP’s Financial Guide available from the OJP Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). The Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

## Government Audit Requirements

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A–133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award to their cognizant federal agency.

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Grantees must comply with the following OJP reporting requirements:

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

## Suspension or Termination of Funding

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

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

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

## Award Amount

DFCSP Coalition Mentoring Program grants for FY 2004 will be available for applicants in amounts up to \$75,000 for a 12-month period. Applicants applying for the full amount will be expected to mentor more than one coalition. Applicants must provide a dollar for dollar match.

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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 project period.

## **Due Date**

Applications must be received by 8:00p.m. Eastern Time on June 24, 2004 using the OJP Grants Management System at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Faxed or mailed applications will not be accepted.

## **Directories**

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

## **Glossary**

A glossary of terms is available on the DFCS Web site ([ojjdp.ncjrs.org/dfcs](http://ojjdp.ncjrs.org/dfcs)).

## **Questions**

If you have questions or need further information, e-mail [drugfree@ncjrs.org](mailto:drugfree@ncjrs.org). Please note in the subject line of the e-mail that the e-mail relates to the “Coalition Mentoring Program.”

# Sample Budget Detail Worksheet

## A. Personnel

### Federal Request

Name/Position	Computation	Cost
(name), Executive Director	(\$56,000 x 10%)	\$5,600.00
(name), Coordinator	(\$42,320 x 30%)	\$12,096.00
(name), Information Specialist	(\$29,000 x 5%)	\$1,450.00
(name), Community Dev. Specialist	(\$27,000 x 70%)	\$18,900.00
(name), Peer Helper	(\$22,500 x 40%)	\$9,000.00

*The executive director will provide oversight of grant, including fiscal and personnel management, community relations, and project implementation, evaluation, and dissemination. The coordinator will coordinate coalition services and project activities, including hiring, training, and supervising staff, coalition communication, data collection, and dissemination of findings. The information specialist will plan and oversee data collection activities. The community development specialist will provide staffing support to the working council in the area of media, cultural and religious outreach, and outreach to businesses. The peer helper will be responsible for youth peer recruitment, coordination, and support.*

SAMPLE

**Total \$47,046.00**

### Non-Federal Match Amount

Name/Position	Computation	Cost
(name), Executive Director	(\$40/hr. x 2 hrs. x 52 wks.)	\$4,160.00
(name), Project Coordinator	(\$12.02/hr. x 20 hrs. x 52 wks.)	\$12,500.00
(name), Secretarial support	(2% of \$13,000 [annual salary])	\$260.00
(name), Volunteers for Youth Summit	(20 x 150 hrs. x \$7/hr.)	\$21,000.00

*The executive director will provide oversight to the implementation of the grant to ensure compliance with all grant requirements. The State's mental health agency is contributing these funds to the grant. The full-time project coordinator will be responsible for implementing and coordinating all coalition activities and meetings. The coalition has secured local funding for half of the coordinator's salary (20 hours per week). The coalition's secretary is devoting 2% of her time to support grant activities. Twenty youth are volunteering time to plan and implement the Youth Summit scheduled for Spring 2002. Average amount of time per youth is estimated at 7.5 hours and \$7.00 is average volunteer rate for youth/parents.*

**Total \$37,920.00**

## B. Fringe Benefits

### Federal Request

Name/Position	Computation	Cost
Employer's FICA	(\$47,046 x 7.65%)	\$3,599.00
Worker's Compensation	(\$47,046 x 2.5%)	\$1176.00
Health/Life Insurance	(\$47,046 x 7%)	\$3,293.00
Disability Insurance	(\$47,046 x 1.5%)	\$706.00
Unemployment Insurance	(\$47,046 x 1.5%)	\$706.00
		<b>Total \$9,480.00</b>

### Non-Federal Match Amount

Name/Position	Computation	Cost
Employer's FICA	(\$12,500 x 7.65%)	\$956.25
Retirement	(\$12,500 x 6.85%)	\$856.25
Unemployment Insurance	(\$12,500 x 1%)	\$125.00
Workers Compensation	(\$12,500 x 2.5%)	\$312.50
Health/Life Insurance	(\$12,500 x 7%)	\$875.00

*The coalition has secured local funding to pay all fringe benefits for the project coordinator.*

**Total \$3,125.00**

## C. Travel

### Federal Request

Purpose of Travel	Location	Item	Computation	Cost
2-day grantee conference	Washington, DC	Airfare	(\$200 x 2 people)	\$400.00
		Hotel	(\$119 x 2 people x 2 nights)	\$476.00
		Meals	(\$46 x 2 people x 2 days)	\$184.00
2-day regional training	Chicago, IL	Airfare	(\$150 x 2 people)	\$300.00
		Hotel	(\$155 x 2 people x 2 nights)	\$620.00
		Meals	(\$46 x 2 people x 2 days)	\$184.00

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

**Total \$2,164.00**

### C. Travel (cont.)

#### Non-Federal Match Amount

Purpose of Travel	Location	Item	Computation	Cost
2-day regional training conference attendance for 2 people	Chicago, IL	Airfare	(2 x \$200)	\$400.00
		Hotel	(2 x 2 nights x \$155/night)	\$620.00
		Per diem	(2 x 2 days x \$46/day)	\$184.00
Mileage for outreach workshops	Greenville, IL		(\$.33/mile x 354 miles)	\$117.00

*The regional conference, sponsored by the Center for the Application of Prevention Technology (CAPT), will provide training and technical assistance to grantees in the central region. The executive director and project coordinator will participate. Estimated costs are calculated based on Federal per diem rates for Chicago, IL. The local business community is providing funds for conference attendance. Project coordinator will travel to Greenville, IL to lead workshops for outreach project efforts. The local fraternal organization is reimbursing mileage cost.*

SAMPLE

**Total \$1,321.00**

### D. Equipment

#### Federal Request

Item	Computation	Cost
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None

#### Non-Federal Match Amount

Item	Computation	Cost
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None

## E. Supplies

### Federal Request

Supply Items	Computation	Cost
Office supplies	(\$50/mo. x 12 mo.)	\$600.00
Postage	(\$20/mo x 12 mo.)	\$240.00
2 computers	(\$800/computer x 2)	\$1,600.00
1 printer	\$300.00	\$300.00
1 copier	\$500.00	\$500.00
1 Video Camera	\$584.00	\$584.00

*Office supplies and postage will be needed for general operation of the project. The video camera will be used to record youth drug awareness training sessions for cable TV presentation. The equipment will support grant-related activities by coalition members and project staff.*

**Total \$3,824.00**

### Non-Federal Match Amount

Supply Items	Computation	Cost
1 bookcase	\$74.00	\$74.00
Office supplies	(12 mo. x \$50)	\$600.00
1 digital camera	\$300.00	\$300.00
Project flier printing	(4,002 x \$0.50/page)	\$2,326.00
2 printers	(\$300/printer x 2)	\$600.00
1 fax machine	\$150.00	\$150.00
1 copier	\$500.00	\$500.00

*The local television station is donating these supplies for use in implementation of the grant and related coalition activities. A coalition member is donating the printing of project training materials and fliers. The coalition is donating this equipment for use in implementation of the grant and related coalition activities.*

**Total \$4,550.00**

## F. Construction

### Federal Request

Purpose	Description of Work	Cost
None		

### Non-Federal Match Amount

Purpose	Description of Work	Cost
None		

## G. Consultants/Contracts

### Federal Request

#### Consultant Fees

Name of Consultant	Service Provided	Computation	Cost
Dr. (name)	Evaluation Specialist	(\$100/day x 25 days)	\$2,500.00
<i>Dr. (name) will collect and analyze school survey data and write evaluation report.</i>			<i>Subtotal \$2,500</i>

#### Consultant Expenses

Item	Location	Computation	Cost
Mileage	Chicago/Buffalo Grove, IL	(60 miles round trip x 6 trips x .33/mile)	\$119.00
<i>Dr. (name) is expected to make up to 6 trips to Buffalo Grove, IL, to coordinate with the coalition and to collect survey data.</i>			<i>Subtotal \$119.00</i>

#### Contracts

Item	Computation	Cost
PSA production	(\$300/hr. x 100 hrs.)	\$2,300.00
<i>A local vendor will produce a 11/2-minute PSA from the youth drug awareness training video for local television market. Task includes cutting and editing the tape, preparing the introductory segment, inserting transition music or narrative as appropriate, and synchronizing the sound track. A Request for Proposal will be issued to secure a competitive bid before final selection is made.</i>		<i>Subtotal \$2,300.00</i>
		<b>Total \$4,919.00</b>

### Non-Federal Match Amount

#### Consultant Fees

Name of Consultant	Service Provided	Computation	Cost
None			

#### Consultant Expenses

Item	Location	Computation	Cost
None			

#### Contracts

Item	Computation	Cost
None		



## H. Other Costs

### Federal Request

Description	Computation	Cost
Telephone and fax	(\$100/mo. x 12 mo.)	\$1,200.00
Student alcohol, tobacco, and other drug (ATOD) surveys	(\$1/survey x 4,447 surveys)	\$4,447.00
Summer camp registration fee	(\$40/youth x 48 youth)	\$1,920.00

*Telephone, and fax machine will be used to operate the project. Survey copyright requires the purchase of the ATOD surveys. Summer camp fee of \$40 per person is required to participate in the ROPES course.*

**Total \$ 7,567.00**

### Non-Federal Match Amount

Description	Computation	Cost
Rent	(70 sq. ft. x \$150/sq. ft./mo. i.e. \$875/mo. x 12 mos.)	\$10,500.00
Television time for PSA dissemination	(5 spots x \$250 each)	\$13,500.00
Food and beverage for program meetings	(40 attendees x \$2.50/person x 2 meetings)	\$200.00
Space rental for Student/Parent Awareness Event		\$600.00

*The county government is providing office space for the project staff to undertake the daily operational tasks of the project. The local television station is donating air time based on 1 1/2 minutes per PSA. The local market is donating the food and beverages, including snack food and fruit drinks for 40 people. Food and beverages will be served as part of the drug awareness rite of passage activity between program parents and youth that precedes the graduation activity. Food and beverages will comply with OJP's Financial Guide: allowable, reasonable, work-related event, and not social event. The school system is waiving rental fee for weekly activity room use for a period of 2 hours each week. The activity room will be used for drug prevention awareness sessions with youth.*

**Total \$24,800.00**

## I. Indirect Costs

### Federal Request

Description	Computation	Cost
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*The indirect cost rate was approved by the Department of Justice in 2001. (A copy of the fully executed, negotiated, indirect cost agreement is attached.)*

### Non-Federal Match Amount

Description	Computation	Cost
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8% of personnel and fringe benefits	(\$41,045 x 8%)	\$3,284.00
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**Total \$3,284.00**

## Budget Summary

Budget Category	Federal Request	Non-Federal Match	Total
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A. Personnel	\$41,045.00	\$3,284.00	\$44,329.00
B. Fringe Benefits	\$9,480.00	\$3,125.00	\$12,605.00
C. Travel	\$2,164.00	\$1,321.00	\$3,485.00
D. Equipment	\$0.00	\$0.00	\$0.00
E. Supplies	\$3,824.00	\$4,550.00	\$8,374.00
F. Construction	\$0.00	\$0.00	\$0.00
G. Consultants/Contracts	\$4,919.00	\$0.00	\$4,919.00
H. Other	\$7,567.00	\$24,800.00	\$32,367.00
<i>Total Direct Costs</i>	<i>\$75,000.00</i>	<i>\$71,716.00</i>	<i>\$146,716.00</i>
I. Indirect Costs	\$0.00	\$3,284.00	\$3,284.00
<b>Total Project Costs</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$150,000.00</b>

**Federal Request**      **\$75,000**

**Non-Federal Match**      **\$75,000**