

**FY 2012 DRUG FREE COMMUNITIES MENTORING PROGRAM
REQUEST FOR APPLICATION (RFA) NO. SP-12-002**

FREQUENTLY ASKED QUESTIONS (FAQS)

GENERAL

1. **Q:** Where can I get information about writing applications for the DFC Mentoring grant?

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

2. **Q:** If I submit an application, will my coalition be matched up with a mentor if the award is made or do I have to partner with a mentor prior to submitting the application?

A: Mentee coalitions cannot submit an application on their own. They must partner with an eligible (currently funded) DFC coalition that can submit an application under this grant program.

3. **Q:** Does the 12-point font in the Narrative section apply to tables in the Narrative section as well?

A: Applicants using Grants.gov to submit their application must follow this rule and use 12-point font in all parts of the application or it may not translate in the uploading process. Applicants choosing to mail in their applications can use 10-point font in tables and charts only.

4. **Q:** Does every page in the application have to be numbered?

A: Yes. Please number pages consecutively from beginning to end so that the information can be located easily during review of the application. Applicants may hand number pages if numbering them on their computer is too difficult.

ELIGIBILITY

5. **Q:** Are we only required to provide resumes of individuals paid under the grant?

A: Resumes are required for all individuals with key responsibilities (paid or not paid) under the grant. This includes individuals that are paid under the grant, individuals that provide in-kind hours on the grant, and individuals who are in key volunteer positions under the grant.

6. **Q:** We are a Year 9 DFC grantee. Are we eligible to apply for a mentoring grant?

A: Yes. The mentor coalition must be in receipt of a “regular” DFC grant during the period of the mentoring relationship. In this case, funding would be limited to one year only during Year 10 of DFC funding.

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7. **Q:** If we think our regular DFC application may not be approved for a DFC grant and we apply for both a mentoring grant and a DFC grant, will you consider both applications?

A: An award of a mentoring grant is contingent upon the award of a DFC grant for the Mentor coalition. You may apply for both grants, but you will be considered for a mentor award only if you are successful in competing for a regular DFC grant.

8. **Q:** By the time the grant is awarded our coalition will have been in existence for 5 years. Is that sufficient?

A: No. DFC mentoring coalition applicants must have been in existence for at least 5 years at the time of application. This does not mean that the mentor coalition has been a DFC grantee for five years.

9. **Q:** Is the mentee coalition required to have all 12 sectors represented in their coalition at the time of application?

A: No, at the time of application the mentee is not required to have a representative from each of the 12 sectors.

10. **Q:** If we applied last year and did not receive the grant, is this a blemish?

A: No, this will not affect the 2012 Peer Review process.

BUDGET/MATCH REQUIREMENTS

11. **Q:** Can we request DFC grant funds to pay for training and implementing programs such as Project Alert?

A: No. DFC mentor funds must be used to help mentee coalitions develop as a community coalition and to promote environmental strategies that seek to limit access to substances among youth and to change the culture within which decisions about substances and alcohol are made.

12. **Q:** Which title goes on page 2 of the SF-424?

A: Drug Free Communities Mentoring Program

13. **Q:** On the SF-424, Item 5a - Federal Entity Identifier, what is this?

A: HHS/SAMHSA.

14. **Q:** What is an acceptable rate for figuring out the time of volunteers when using their time as match?

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A: The value of volunteer time is calculated consistent with the rate paid for similar work in the organization or the market rate. Please refer to the HHS Grants Policy Statement for information on calculating match. You may access this document through <http://www.samhsa.gov/grants/management.aspx>.

15. **Q:** Are Federal dollars passed through a State or local agency allowed for DFC Mentoring match?

A: No. No type of Federal funding is allowed to be used as match within the DFC Mentoring program. It is the responsibility of the applicant to know the source of all dollars listed as match within the submitted application. There is no allowable "distance" for Federal dollars to be used as match. For example, a salary for a teacher who is delivering a substance abuse prevention curriculum cannot be used if her salary is paid for by funds originating at the US Department of Education, filtered down through the State's government, and then to the county or school district.

16. **Q:** Are DFC Mentoring funds allowed to be used for grant writers?

A: No.

17. **Q:** Can Title I funds used in schools be used as match for salary or program materials?

A: No.

18. **Q:** Can pro-rated savings for office space, utilities, etc., be used towards the match requirement?

A: Yes, if any other group renting the same space would be charged at the higher rate. In other words, the savings is unique to your organization.