

## NC: Partnership for Success (PFS) Grant (2018)

### Frequently Asked Questions (FAQ)

- 1. Could we talk a bit more about environmental management approaches and can you provide an example?**

A: Environmental Management approaches are those that target and affect populations as opposed to individuals-only. By spending time work to change norms, and state and local policies-both formal and informal-we see the best “bang for our buck” in terms of the potential to change behavior. Examples include training all servers and sellers of alcohol at a community festival and events so that no underage youth have access to alcohol or limiting beverage service to certain hours or amounts so as to help guarantee no over consumption by adults of legal age.

- 2. When you say full time grant coordinator, our organization only has one full-time staff person. Could that person also be the grant coordinator? Or does the grant coordinator position only need to work on grant management?**

A: We request that you hire a full-time person whose job is to solely work on PFS grant management and responsibilities.

- 3. If you have PFS funding now can you apply?**

A: Only if that funding is finished by September 30, 2019 for the service area in which you are applying. If you have applied for (and receive) additional PFS federal funding, you can not apply for NC funded PFS monies *in the same service area*.

- 4. If you are a non-profit can you apply? Can governmental agencies apply?**

A: Yes, non-profits with a 501 (c) (3) or NC non-profit status can apply. Governmental agencies, in conjunction/collaboration with a non-profit with a 501 (c) (3) or NC non-profit status, can apply as long as the lead agency is that non-profit.

- 5. Can we use funding for stipends to support student workers?**

A: Yes, you can use stipends to support student works to plan and implement approved evidence-based environmental management approaches. You can choose to pay them money and/or gift-card or cash equivalents in the amount of \$30 per event as long as the gift card or cash equivalent isn't for a place that sells alcohol, e-cigarette or tobacco products.

- 6. If an agency receives support from the ABC system does that disqualify them from funding under the grant?**

A: It depends upon the nature and extent of the ABC funding. Any monies received by ABC should be reported in the PFS budget attachment. Consider:

- Does a portion of ABC money go toward funding your agency/collaborative/group's ATOD prevention work? If so, list the amount and purpose on the PFS budget attachment
- Would a portion of the ABC money fund potential PFS activities/initiatives? If so, list the amount and purpose on the PFS budget attachment.

- In general, monies spent toward expanding the reach of environmental management approaches (i.e. monies to help train law enforcement for compliance checks) would be more strongly considered than one-time, scare tactics or fear appeals approaches (i.e. mock crash during Homecoming week).
- 7. Is the funding limited to those communities that are identified as priority in the grant?**  
A: No, any community/coalition/collaborative may apply as long as their defined service area is not currently PFS or Drug Free Communities (DFC) funded.
- 8. If an agency does not receive DFC funds, but another agency in the county receives DFC funds can the agency not in receipt of the DFC apply?**  
A: Yes, as long as the application is for a separate service area not covered by the DFC.
- 9. Can we subcontract?**  
A: Yes, you can sub-contract. DMH requires grantees seek approval in advance for the persons or entities with whom you are sub-contracting.
- 10. Will ECCO be used?**  
A: At this time, the online reporting system has not been finalized. In general, previous PFS grants utilized a federal online reporting system (SPARS and/or PEP-C) to conduct required reporting.
- 11. If we are not purchasing products but the (alcohol) industry gives us funding such as ABC dollars to do merchant education or Bartenders Association doing partnership to reduce sexual assault for education and fundraising would this be allowed?**  
A: It depends upon the nature and extent of the ABC funding. Any monies received by ABC should be reported in the PFS budget attachment. Merchant education to ensure merchants understand the laws, consequences in order to help prevent underage youth access to alcohol, e-cigarette and/or tobacco products is an evidence-based practice. The Bartenders Association partnership to reduce sexual assault funding would be determined on a case-by-case basis. Fundraising would need to be explored in more detail. Consider:
- Does a portion of ABC money go toward fundraising for your agency/collaborative/group's ATOD prevention work? If so, list the amount and purpose on the PFS budget attachment
  - Would a portion of the ABC money go toward fundraising for potential PFS activities/initiatives? If so, list the amount and purpose on the PFS budget attachment.
- 12. Do we need to include funds for evaluators or software in the budget?**  
A: A statewide evaluator will be paid for out of other PFS monies and should not be included in the community budget. Consider including computer software should your agency/collaborative/group need assistance with data collection and analysis

**13. If you are incurring the expense for the evaluator- then are you providing the evaluator? Or is it someone we would need to hire?**

A: DMH will submit a request for proposals/application (RFP/RFA) to choose an evaluator for the duration of the PFS grant. You will not need to hire an evaluator.

**14. Will there be a specific template used or is there a specific template that we create for reporting?**

A: A specific template will be provided for reporting once grantees are selected and grant work begins.

**15. Is there a preferred font typeface?**

A: No, as long as it is 12-point typeface

**16. Are the permitted to claim indirect cost?**

A: Grantees are permitted to claim an indirect cost of up to 10% unless you have a different percentage on file with the federal government (and can provide this documentation as part of the grant application)

**17. Can we submit for two adjacent counties under one application? Even if they are not yet working together on these issues?**

A: Yes, although it is recommended that you discuss the application and obtain a working agreement with key members of each county so that you may begin working immediately should you receive funding.

**18. Will we get an auto response verifying receipt of email?**

A: You will receive a response verifying receipt of your emailed application by 5 pm on September 20. DMH will check into whether an auto verification is possible.

**19. If a community had DFC but no longer, they are eligible?**

A: Yes, as long as the DFC is not funded AFTER September 20, 2019

**20. What is needed in the Intent to Apply request email?**

A: Please email [Jessica.Dicken@dhhs.nc.gov](mailto:Jessica.Dicken@dhhs.nc.gov) and include:

- Agency/Coalition/Collaborative name
- Co-partners (fiscal agents etc.), *if applicable*
- Intended target/service/catchment area
- Substance(s) of focus

**21. What happens if 2 organizations apply for the same community? How do we guarantee there is no other applicant in the community?**

A: We strongly recommend you reach out to other ATOD prevention entities within the same community to discuss opportunities to collaborate should both parties want to apply for and/or

receive funding. If there are questions regarding coverage/funding in the same service area, someone from DMH will contact both names provided in each application.

**22. Just confirming there will be FAQ from all webinars?**

A: Yes, there will be a FAQ posted from all the emailed and webinar questions available on the DMH website on or before September 13, 2019. Deadline to email/ask questions is September 6, 2019.

**23. Do you want to have MOU's with the application or after the announcement?**

A: Please send in MOUs with the application due on or before 5 pm on September 20, 2019.

**24. If someone were to use tables, can the font be smaller than 12 point?**

A: Yes, you can have smaller than 12-point font in the tables.

**25. If we are doing alcohol purchase surveys, would we put that money used to pay a person for their time doing so be put under the contractor section? A person over the age of 21 (young adult)?**

A: Yes, you can have young adults as contractors (and put them in the Attachment F: budget under contracted personnel) should you choose to do alcohol purchase surveys, assuming this will be an approved strategy for the PFS grant.

**26. What do coalitions need to provide if they receive some local ABC Board dollars?**

A: Under Attachment F, "Other Funding Sources", list the local ABC Board under "category", the amount of money you receive under "revenues" and provide some detail about the coalition's intent/purpose/use of these funds under "narrative detail."

**27. Can we pay mileage for those that do Alcohol Purchase Surveys?**

A: Yes, list the amount for mileage under "Staff/Contract Personnel Travel" in the Travel section of the Budget (Attachment F).

**28. Can we use money for responsible server trainings?**

A: Yes, Responsible Beverage Server (RBS) trainings are an evidence-based practice for alcohol prevention. However, we encourage you to follow the strategic planning process (SPF) and choose strategies/interventions that best meet current local conditions. You may choose this intervention if you find that youth in your community are obtaining alcohol from retailers, but this intervention is less likely to be effective if, for example, the source of alcohol is from older friends and/or adults and/or if youth are stealing from their parents' refrigerator.

**29. Where do we get a copy of the RFA?**

A: You may obtain a copy of the RFA by going to the DMH website at:

<https://www.ncdhhs.gov/about/grant-opportunities/mental-health-developmental-disabilities-substance-abuse-services-grant-opportunities>

**30. When showing other funding sources on the budget- should we only report on what is awarded as of 9/30/2019?**

A: Yes, please only show what you have been awarded as of 9/30/2019.

**31. Will you review what you are looking for organizations to complete/present in the completion of Attachments B- Evaluation Requirements and C - Community Readiness Assessment?**

A: Attachment B: Evaluation Requirements-This describes what data will be collected to determine effectiveness of the PFS program (including, but not limited to: past 30 day use, prior use, lifetime use, onset of use, binge drinking 30 day use, perception of risk/harm of use, perception of parental disapproval of use, perception of peer disapproval of use) and whether the applicant currently collects/maintains/has permission to use survey data around these measures, how often surveys are collected and/or what, if any, kinds of supplemental data collection will be used to meet PFS evaluation requirements.

Attachment C: Community Readiness Assessment-Answer questions around the targeted community's readiness to address underage alcohol, and/or e-cigarette OR marijuana use, including, but not limited to:

- What types of ATOD (alcohol, tobacco and other drug) prevention programs and activities have occurred in the community
- How long have these efforts been occurring?
- What are the strengths and weaknesses of these efforts?
- Who do these programs serve?
- Are there any segments of the community for which these efforts/services may appear inaccessible?
- What formal or informal policies, practices and laws related to this issue are in place in your community and for how long?
- Is there a need to expand these policies, practices and laws?
- How does the community view these policies, practices and laws?

**32. Postmarked by September 20th or received by September 20th?**

A: We need to receive your application by September 20 because of the quick turnaround time in reviewing, scoring and sending an intent to award successful applications by September 30.

**33. PDF format for the application?**

A: You may submit either a PDF document or a Word document for the application.

**34. Is the funding limited to those communities that are identified as priority in the grant?**

A: No, funding is open to any communities choosing to apply as long as they are not current DFC or PFS grant recipients. Bonus points will be given in the application scoring for those communities identified as priority in the application.

**35. Does the full-time position have to be one singular position or could it be designated between two people?**

A: The expectation is the full-time position is staffed by one person (and not two part-time employees and/or the equivalent of an FTE). We have found this is the best way to ensure consistency and promote longer-term sustainability of successful work.

**36. Could we combine two grants (found on the DMH website) to set up a drug court? We would need funding for salaries for a judge, prosecutor and clerk.**

A: No, Partnerships for Success funding will not support this request.

**37. In reference to taking money from the alcohol and/or other industries, does that include funds from the ABC Commission and Boards?**

A: This would be considered on a case-by-case basis, depending on the intent and purpose of the funding.

- Funding designed to *assist an evidence-based strategy or intervention designed to prevent underage drinking* such as, but not limited to:
  - Staffing or training support for law enforcement to conduct alcohol compliance checks

would be more strongly considered than support or branding for one-time events such as, but not limited to:

- Mock crashes to support Safe Prom/Graduation and/or Alcohol Awareness events

**38. Does each application need to only be for one county or could it include two counties?**

A: Each application's designated target or service area *is at the discretion of the applicant* and should be supported by data demonstrating a clear need for services, funding and support

**39. Could a Health Department partner with a 501(c)(3) and be able to receive funds with the Health Department as the lead agency? Or would the 501(c)(3) need to be the lead agency?**

A: The host (or lead agency) must either have a 501(c)(3) and/or a NC non-profit status

- If *prevention block grant* funded, must have a memorandum of understanding (MOU) designating roles/responsibilities of the proposed collaboration with an ATOD prevention focused collaborative/coalition, if any
- If *not prevention block grant* funded, must have a MOU with the local prevention block grant funded agency covering the proposed area

**40. We plan to work entirely on underage drinking prevention. We are not required to add an additional focus area of either vaping or marijuana, correct?**

A: CORRECT, an application may focus solely on underage drinking prevention (for any ages 9-20)

**41. We do not currently work with an LME-MCO. Does that mean we can't receive funding?**

A: While DMH has working relationships in place with LME-MCOs as it relates to other prevention funding, DMH will seek to create direct contracts with any successful PFS grantees that are not in an LME-MCO designated provider network.

**42. Our coalition has already completed a needs assessment, built capacity, and at the time of the grant application will be in the middle of a strategic planning process. In order to be eligible for the grant, would we need to delay the strategic planning process and/or redo a needs assessment?**

A: It depends upon. . .

- the nature/completion of the needs assessment and strategic planning as it relates to the PFS targeted substances/populations
- The identification of sub-populations of need (health disparities plan)
- At minimum:
  - All data collected will have to follow the PFS federally identified guidance/protocols for collecting data

**43. What are the evaluation requirements that PFS and the Division would have us implement?**

A: It's DMH's understanding there is a new federally funded evaluator that will be setting protocols and standards for evaluation. The evaluator has conducted focus groups with states, but no additional information has been received.

At a minimum, all data collected will have to follow the PFS federally identified guidance/protocols for collecting data.