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CITY OF AMESBURY
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AMESBURY CITY CLERK

SPONSORED BY: Kassandra Gove **BILL No. 2021- 024**
Kassandra Gove, Mayor

An Order to authorize the Mayor to accept and expend a Drug Free Communities Support Program Grant from the United States Department of Health and Human Services (HHS) Centers for Disease Control and Prevention (CDCP)

Summary: This \$125,000.00 Federal grant from HHS/CDCP will fund the Partnership of Amesbury Community and Teens (PACT) Coalition's Substance Abuse Prevention Program. This grant seeks to address two major goals: to establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions; and to reduce substance use among youth and, over time, among adults.

This project has a total yearly value of \$250,868.00, with \$125,858.00 of non-federal City match, and has been approved from December 31, 2020 through September 29, 2025. It is anticipated that the grant may be renewed beyond the end of this period if the program achieves demonstrated success.

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

That the City of Amesbury authorizes the Mayor to accept and expend a Drug Free Communities Support Program Grant from the United States Department of Health and Human Services (HHS) Centers for Disease Control and Prevention (CDCP) in the amount of \$125,000.00.



Recipient Information

1. Recipient Name

City of Amesbury
62 Friend St Ste 1
Amesbury, MA 01913-2825

2. Congressional District of Recipient

06

3. Payment System Identifier (ID)

1046001067A2

4. Employer Identification Number (EIN)

046001067

5. Data Universal Numbering System (DUNS)

073807398

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Ms. Kathy Crowley
Director of Youth Recreation
kathleen@amesburyma.gov
9783888137

8. Authorized Official

Kassandra Gove
govek@amesburyma.gov
978-388-8121

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Mrs. Nadirah Watson
Grants Management Specialist
kog8@cdc.gov
404-498-3029

10. Program Official Contact Information

Mr. Gregory Smith
Public Health Advisor
qmj7@cdc.gov
404.498.2132

Federal Award Information

11. Award Number

1 NH28CE003048-01-00

12. Unique Federal Award Identification Number (FAIN)

NH28CE003048

13. Statutory Authority

[AWARD AUTHORITY NOT DEFINED FOR CE08-801.NU50]

14. Federal Award Project Title

The Partnership of Amesbury Community and Teens (PACT) Coalition's Substance Use Prevention Plan

15. Assistance Listing Number

93.276

16. Assistance Listing Program Title

Drug-Free Communities Support Program Grants

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	12/31/2020	- End Date	09/29/2021
20. Total Amount of Federal Funds Obligated by this Action			\$125,000.00
20a. Direct Cost Amount			\$125,000.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$125,868.00
25. Total Federal and Non-Federal Approved this Budget Period			\$250,868.00
26. Project Period Start Date	12/31/2020	- End Date	09/29/2025
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			\$250,868.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Valencia Williams
Lead Grant Management Specialist

30. Remarks



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 1 NH28CE003048-01-00

FAIN# NH28CE003048

Federal Award Date: 12/21/2020

<p>Recipient Information</p> <p>Recipient Name City of Amesbury 62 Friend St Ste 1 Amesbury, MA 01913-2825</p> <p>Congressional District of Recipient 06</p> <p>Payment Account Number and Type 1046001067A2</p> <p>Employer Identification Number (EIN) Data 046001067</p> <p>Universal Numbering System (DUNS) 073807398</p> <p>Recipient's Unique Entity Identifier Not Available</p>

<p>31. Assistance Type Cooperative Agreement</p> <p>32. Type of Award Other</p>

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$50,010.00
b. Fringe Benefits	\$10,800.00
c. Total Personnel Costs	\$60,810.00
d. Equipment	\$0.00
e. Supplies	\$22,808.00
f. Travel	\$14,172.00
g. Construction	\$0.00
h. Other	\$11,060.00
i. Contractual	\$16,150.00
j. TOTAL DIRECT COSTS	\$125,000.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$125,000.00
m. Federal Share	\$125,000.00
n. Non-Federal Share	\$125,868.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390G6B	21NH28CE003048	CE	41.51	\$125,000.00	75-21-0943



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 1 NH28CE003048-01-00

FAIN# NH28CE003048

Federal Award Date: 12/21/2020

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

AWARD ATTACHMENTS

City of Amesbury

1 NH28CE003048-01-00

1. Terms and Conditions

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number **CDC-RFA-CE20-2002**, entitled **Drug Free Communities (DFC) Support Program-New**, and application dated **May 21, 2020**, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

Approved Funding: Funding in the amount of **\$125,000** is approved for the Year 1 budget period, which is **December 31, 2020 through September 29, 2021**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third-party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

Financial Assistance Mechanism: Grant

Budget Revision Requirement: By February 1, 2021 the recipient must submit a revised budget with a narrative justification based on the CDC Budget Preparation Guidelines for the following cost categories: Salaries and Wages, Fringe Benefits, Equipment, Travel, Supplies, Other, Indirect Cost and Contractual. Please contact the assigned Grants Management Specialist for further guidance and instruction.

Expanded Authority: The recipient is permitted the following expanded authority in the administration of the award.

- Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

Recipients who are on Restricted Status must submit a Prior Approval and receive formal written approval from the Grants Management Officer (GMO).

FUNDING RESTRICTIONS AND LIMITATIONS

Notice of Funding Opportunity (NOFO) Restrictions: Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).
- Food is **generally unallowable**. Exceptions within the DFC Support Program may include food used as a small incentive (not to exceed \$3.00 per person) to encourage participation in a community-wide event. Food costs are not allowable for general coalition or subcommittee meetings.
- No more than **10 percent** of the total federal grant award may be used for **data collection and evaluation** purposes unless approved by the Project Officer and Grants Management Specialist.
- DFC grant funds **may not** be passed through by contract or any other method to another entity to conduct the programmatic work on the DFC Program. The funded grant recipient and coalition are expected to perform the substantive role and manage the efforts carried out by this grant.
- The Authorized Representative or Business Official charged with financial oversight responsibilities for the DFC grant award **must** be an employee of the recipient organization and identified in the 'Personnel' budget category. **NOTE:** The Program Director/Principal Investigator (PD/PI) and Business Official **cannot** be the same individual.
- The Program Director/Principal Investigator (PD/PI) **must** be an employee of the recipient organization, overseeing the day to day operations of the grant, and **must** be identified in the 'Personnel' budget category as either federal or non-federal.

- DFC grant funds **may not** be used to provide funding to community organizations through mini-grants, including one coalition funding another coalition.
- DFC grant funds **may not** be utilized for the following: law enforcement equipment, drug search detection canines or related training, drug courts, lighting, or community gardening efforts.
- DFC grant funds **may not** be used for stipends, as defined in the HHS Grants Policy Statement (GPS).
- Cost of Promotional items are **generally unallowable**. However, the exception would be for program outreach, and other specific purposes necessary to meet the requirements, goals, and objectives of the federal grant award.

Indirect Costs:

Indirect costs are not applicable to this award.

Matching Funds Requirement: The recipient must receive and expend non-Federal matching funds as required in the NOFO and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement. The table below indicates the percentage of match required for DFC grant recipients in each year of the grant.

Grant Year	Matching Requirement
1-6	100%
7-8	125%
9-10	150%

Matching is generally calculated on the basis of the federal award amount and is comprised of recipient contributions proposed to support anticipated costs of the project during a specific budget period (confirmation of the existence of funding is supplied by the recipient via their Federal Financial Report). The recipient must be able to account separately for stewardship of the federal funding and for any required matching; it is subject to monitoring, oversight, and audit. The recipient may not use matching expenditures to count toward any Maintaining State Funding requirement.

When a recipient requests a carryover of unobligated funds from prior year(s), matching funds equal to the new requirement must be on record in the CDC grant file, or the recipient must provide evidence with the carryover request.

REPORTING REQUIREMENTS

Semi-Annual Progress Reports and Core Measures Data: All DFC Recipients
Semi-Annual Progress Reports for all FY 2020 DFC Grant recipients are due on the following dates:

- February 2021 (TBD)
- August 2021 (TBD)

DFC recipients must submit their Final programmatic report through the DFC Me system (<https://dfcme.ondcp.eop.gov/>). For more information on the DFC Me system, please contact the DFC National Evaluation Team at dfc_evaluators@icf.com.

Core Measures Data

DFC recipients are required to provide core measures data every two years, via the DFC Me system, on the following core measures for alcohol, tobacco, marijuana, and (illicit) use of prescription drugs for three grades (6th-12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

Year 6 Recipients

Year 6 recipients who received continuous funding between Years 5 and 6 will remain on the core measure reporting schedule established in the first five years of DFC funding.

Year 6 recipients who have not had sequential years of DFC funding will need to speak with the DFC National Evaluation Team to determine when to report core measures. Please contact the DFC National Evaluation Team at dfc_evaluators@icf.com for more information.

Required Disclosures for Federal Awardee Performance and Integrity Information System

(FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

Centers for Disease Control and Prevention
Branch 5 Supporting Chronic Diseases and Injury Prevention
Office of Grant Services (OGS)
Office of Financial Resources (OFR)
Office of the Chief Operating Officer (OCOO)
Email: DFC_OGS@cdc.gov(Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW

Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

PROGRAM OR FUNDING GENERAL REQUIREMENTS

Drug-Free Communities(DFC) Program: The Drug-Free Communities (DFC) Support Program was established under the Drug-Free Communities Act of 1997, P.L. 105-20. The purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions, and 2) reduce substance use among youth and, over time, among adults.

The DFC Program is funded and directed by the Office of National Drug Control Policy (ONDCP) and partners with the Centers for Disease Control and Prevention (CDC) for day-to-day management. While responsibility rests with the recipient for achieving the primary goals of the program, CDC shall monitor and provide continuing technical assistance, consultation, and coordination in the execution of the project during the funding period. You can find additional details about the support available to you as a recipient on the DFC Me (Management and Evaluation) system's Learning Center at <https://dfcme.ondcp.eop.gov/>.

Recipient Roles and Responsibilities: For the purposes of the DFC Program, a recipient is either a coalition that has received a grant or is an outside agent that is serving as the grant award recipient on behalf of a community coalition. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program.

The Statutory Eligibility Requirements pertain to all DFC-funded coalitions. If you are the recipient for a coalition, you are responsible for ensuring all eligibility criteria are met by the coalition.

The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Funding Opportunity Announcement and the Drug-Free Communities Act during each year of funding.

- The coalition must have at least one representative from the required 12 sectors, as outlined in the NOFO and the Drug-Free Communities Act of 1997;
- The coalition must maintain meeting minutes that demonstrates it is a unique entity that has substantial involvement from its members and is working toward to the two goals of the DFC Program;
- The coalition must address multiple (more than one) drugs in its 12-Month Action Plan for each year of funding;
- The coalition must have as its principal mission the reduction of youth substance use;
- The coalition has not received 10 years of DFC funding;
- The coalition must provide data every two years on the following core measures for alcohol, tobacco, marijuana, and prescription drugs for three grades (6th-12th):
 - o Past 30-day use;
 - o Perception of risk or harm;
 - o Perception of parental disapproval of use; and
 - o Perception of peer disapproval of use
- The recipient must be an entity eligible to receive Federal funds;
- The recipient must not request more than \$125,000 per year;
- The recipient must document non-Federal match as defined in the DFC Act; and
- The recipient can only be awarded one DFC grant at a time.

Other Requirements for all DFC Recipients (coalitions or outside agents)

- The recipient must continue implementing the specific goals and objectives outlined in their approved application for DFC funding;
- The recipient must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) to solicit substantial financial support from non-Federal sources for sustainability purposes;
- The recipient's key personnel is the Program Director and Project Coordinator, of the DFC-funded coalition must participate in the DFC Me (Management and Evaluation) system. (<https://dfcme.ondcp.eop.gov/>);
- The recipient is expected to use the Strategic Prevention Framework (SPF), a five step evidence based process for community planning and decision making; and,
- The recipient must plan and implement a comprehensive 12-Month Action Plan inclusive of the Seven Strategies for Community Change.

Requirements for Recipients in Year 3 and 7

- The coalition must submit via the DFC Me system a Strategic Plan for Sustainability with the February Progress Report in Years 3 and 7 of DFC funding.

DFC Management and Evaluation (DFC Me) System

DFC Me is ONDCP's new interactive system designed to improve communication and help your coalition better manage its DFC grant requirements. DFC Me is also your one-stop shop for submitting Semi-Annual Progress Reports, sharing best

ving the latest program and training updates, and the ability to request technical assistance.

The Program Director and Project Coordinator of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>), so that they receive information from ONDCP DFC Staff on a regular basis. This includes submitting contact information for each of the required 12 sector representatives. Key Personnel should discuss the use of the DFC Me system with sector members chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the Key Personnel.

DFC-funded coalitions will receive additional information on the DFC Me system via email from their assigned DFC PO. For more information on the DFC Me system, please contact the DFC National Evaluation Team at dfc_evaluators@icf.com.

Award Expectations and Noncompliance

The eligibility and program requirements originally outlined in the NOFO must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the NOFO and related policy and guidance, as well as the certifications and assurances submitted with the award application.

Failure to meet any one of these requirements is considered non-compliance with program and grant regulations. If for any reason you do not comply with the applicable terms, conditions, rules and regulations, or deadlines for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process. There are three progressive discipline actions that can be taken: 1) Addition of special terms or conditions, 2) Suspension, and 3) Termination.

Failure to comply with Special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future. Additional terms and/or conditions may also be applied to this award if outstanding financial or programmatic compliance issues are identified by Centers for Disease Control and Prevention (CDC).

Corrective Action Plan(CAP)

When requested by the DFC PO, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the DFC PO. The Corrective Action Plan must be designed to address potential or identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance. Failure to submit a responsive CAP may result in a determination of non-compliance with program and grant regulations and the addition of special terms or conditions to the award.

PAYMENT INFORMATION

The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or

by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.

For additional information and/or to obtain your agency point of contact at the PMS, see, <https://pms.psc.gov/find-pms-liaison-accountant.html>

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of Page 1 of the Notice of Award must be known in order to draw down funds.

CDC Staff Contacts

Grants Management Specialist: The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards.

GMS Contact:

Nadirah Watson, Grants Management Specialist
Branch 5 Supporting Chronic Diseases and Injury Prevention
Office of Grant Services (OGS)
Office of Financial Resources (OFR)
Office of the Chief Operating Officer (OCOO)
Centers for Disease Control and Prevention (CDC)
Email: kog8@cdc.gov | (404)498-3029 office

Program/Project Officer: The PO is the federal official responsible for monitoring the programmatic, scientific, and/or technical aspects of grants and cooperative agreements, as well as contributing to the effort of the award under cooperative agreements.

Programmatic Contact:

Gregory Smith, Project Officer
Centers for Disease Control and Prevention
NCIPC/DOP/DFC
Telephone: (404)498-2132
Email: qmj7@cdc.gov

Grants Management Officer: The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards. The GMO is the only official authorized to obligate federal funds and is responsible for signing the NoA, including revisions to the NoA that change the terms and conditions. The GMO serves as the counterpart to the business officer of

the recipient organization.

GMO Contact:

Valencia Williams, Grants Management Officer
Branch 5 Supporting Chronic Diseases and Injury Prevention
Office of Grant Services (OGS)
Office of Financial Resources (OFR)
Office of the Chief Operating Officer (OCOO)
Centers for Disease Control and Prevention (CDC)
Telephone: 404-498-3260
Email: yyr1@cdc.gov

BUDGET NARRATIVE: PACT Coalition

**PERSONNEL:
FEDERAL REQUEST**

Position & Name	Annual Salary/Rate	Time	Months	Amount Requested
Project Coordinator (TBD)	\$60,000	100%	9	\$45,000
ECAB Associate Director, Tina Los	\$66,794	10%	9	\$5,010
			TOTAL	\$50,010

JUSTIFICATION: The PACT Coalition Coordinator, under the direction of the City’s Youth Recreation Department, will oversee and coordinate the PACT Coalition, membership, activities and outreach. The Coordinator will conduct trainings, collaborate with Action Teams on community education and awareness campaigns. They will build local connections, work with organizations/agencies undertaking prevention work and expand PACT’s network of partners. The Coordinator will also be responsible for data collection, budget and spending oversight and reporting requirements. The current Coordinator was serving in a volunteer capacity and has taken a new paid position elsewhere. The ECAB Associate Director will continue to provide oversight, guidance and resources to the PACT Coalition, sharing best practices, running trainings, providing youth development opportunities and expanding regional connections. She will help train the Coordinator, and transition existing connections. 10% time will be provided through the grant and 20% time will be in-kind match.

NON-FEDERAL MATCH

Position & Name	Annual Salary/Rate	Time	Months	Cost
Project Director, Kathy Crowley	\$87,568	20%	9	\$13,135
Assistant Recreation Director, Jimmy Olsen	\$53,770	25%	9	\$10,082
HS Assistant Principal, Danielle Ricci	\$99,643	20%	9	\$14,946
Health Instructor, Amanda Thibodeau	\$72,008	15%	9	\$8,101
Middle School Program Staff (2, TBD)	\$18,000	50%	9	\$6,750
School Resource Officer	\$72,000	10%	9	\$5,400
ECAB Associate Director, Tina Los	\$66,794	20%	9	\$12,524
Finance Manager, Joy Berube	\$56,860	12%	9	\$5,117
Director of Newburyport Youth Services, Andrea Egmont	\$81,000	5%	9	\$3,038
			TOTAL	\$76,588

JUSTIFICATION:

- The Project Director will oversee the PACT Coordinator and assist with reporting requirements for this grant. She will participate in PACT meetings and activities and help coordinate with other prevention work being done in the community. The Director will put in more time at the beginning of the grant award while the Coordinator is being hired.
- The Assistant Recreation Director will help oversee the development of the new middle school after school programs and help step in as needed until the Coordinator is hired.
- The HS Assistant Principal has served as the connection to the youth and an integral connection to rolling out initiatives where the school is involved. She will continue to serve in this capacity, working on projects such as the Parent Speaker Series, as well as helping to roll out the mental health curriculum in the high school, a new health curriculum.
- The Health Instructor will be lead on the team working to evaluate current substance use education curriculum and choose a new program.
- The Middle School Program Staff will run current programming and will be part of the planning and implementation of any new pilot programs.
- The School Resource Officer will continue to serve as a connection between youth and the police force, build positive community connections and will serve on the School Link and Intervention Teams.
- The Finance Manger will be in charge of the City funds distributed through the CDC DFC grant and will assist the Coordinator in setting up systems for funds tracking and distribution.
- The Director of Newburyport Youth Services has a Master’s in Youth Development and also runs the Beacon Coalition, a neighboring substance use prevention coalition with over 15 years of experience. She will help in a mentorship capacity, providing lessons learned, trainings and helping Amesbury to expand their connections in the region.

Source of Match Funds: City’s general operating budget, private foundation grants

Federal Request \$50,010

Non-Federal Match \$76,588

FRINGE BENEFITS:

FEDERAL REQUEST

Fringe Benefits Total Requested: **\$10,800** 24% off Total salaries = Fringe Benefits

JUSTIFICATION: Payroll taxes reflect current rates for the City; and health insurance rates reflect current family health plan rates. The taxes and benefits requested apply ONLY to the Project Coordinator salary. The ECAB Associate Director Fringe is covered in-kind.

NON-FEDERAL MATCH

Fringe Benefits Total Matched: **\$18,381** 24% off Total salaries = Fringe Benefits

JUSTIFICATION: Non-federal wages of money for non-federal benefits and payroll taxes. Payroll taxes reflect current rate for agency; and health insurance rates reflect agency rates depending on employee’s insurance plan.

Source of Matching Funds: City general operating budget, private foundation grants

Federal Request \$10,800

Non-Federal Match \$18,381

**CONSULTANT:
FEDERAL REQUEST**

Position & Name	Rate and Service	Cost
Evaluator (TBD)	Evaluation Specialist- \$400/day for 10 days	\$4,000
Youth Trainers (TBD)	\$400 per workshop, 3x2hr workshops	\$1200
Retail Beverage Service Trainings, Mike Marcantonio	TIPS for the training, \$45 a person x 50 people	\$2250
Website Design, Gregg Hogan	\$1500 flat rate for initial website design and set up	\$1500
Flyer/Pamphlet Design, Fabio Carvajal	\$100/hour x 12 hours	\$1200
Parent Speaker Series (TBD)	\$2000 x 3 speakers	\$6000
	TOTAL	\$16,150

JUSTIFICATION:

- Evaluator will help inform community needs assessment, collection of core measures, creation of evaluation report for YRBS, focus group and interview question design, and training evaluation support (e.g., pre/post survey development), general process and outcome evaluations for programs and events including a PACT satisfaction survey, analyze data, and write evaluation reports.
- In order to provide training to youth to help increase their skills and abilities to implement effective campaigns we will bring in trainers with expertise in campaign design and youth skill development.
- Mike Marcantonio is the local provider of retail beverage service trainings in the area. Cost is \$45/per person and we will train 50 people through grant funds in Year 1.
- This includes cost for designer to create a new website template and layout and train the coordinator to use the website.
- Fabio Carvajal is the designer for PACT events and flyers. He has done the career fair pamphlets and flyers in the past.
- PACT will host 3 parent speaker events (1 per quarter). These costs will cover speaker fees and travel.

NON-FEDERAL MATCH

Name	Rate and Service	Cost
Evaluator (TBD)	Evaluation Specialist- \$400/day for 3 days	\$1200
Parent Workshops	Social Workers \$100/hour x 2.5 hr workshop x 2 presenters x 4 workshops	\$2000
Parent Campaign, Sheila Epstein	\$100/hr x 10 hours	\$1000
	TOTAL	\$4,200

JUSTIFICATION:

- Part of the evaluator’s time (see above) will be covered with private grant funds.
- Social workers are experts in youth development and will create and amend presentations to run parent workshop series will be paid with private grant funds.
- Sheila Epstein started the parent campaign, *Key to Connection* design work and will continue to work to adjust campaign messaging and design as necessary. As this will be expanded regionally her time will be in-kind.

Source of Matching Funds: Award from local hospital, private grant funds

Federal Request: \$16,150

Non-Federal Match: \$ 4,200

EQUIPMENT:

FEDERAL REQUEST

Item(s)	Rate	Cost
None		\$0
	TOTAL	\$0

JUSTIFICATION: No items over \$5,000 are needed for this grant.

NON-FEDERAL MATCH

Item(s)	Rate	Cost
None		\$0
	TOTAL	\$0

JUSTIFICATION: No items over \$5,000 are needed for this grant.

Source of Matching Funds:

Federal Request:: \$0

Non-Federal Match: \$0

SUPPLIES:

FEDERAL REQUEST

Item(s)	Type	Number needed	Unit Cost	Amount Requested
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Item(s)	Type	Number needed	Unit Cost	Amount Requested
Postage	Postcard	1600 families x 6 postcards	\$0.35/postcard	\$3360
Supplies for events	Misc.	4 events x 60 people	\$2/person	\$480
Paper		9 cases	\$40/case	\$480
Office Supplies	Misc.	9 months	\$50/month	\$450
Laptop Computer		\$850	\$850	\$850
Word Processing Supplies	Microsoft Word	1	\$120	\$120
Printer	HP Laser Jet Pro	1	\$299	\$299
Tablet	Microsoft Surface Go	1	\$399	\$399
DSLR Camera	Canon	1	\$400	\$400
Cell phone and accessories	iPhone	1	\$1000	\$1000
Cell Phone Data Plan	Misc	9 months	\$60/month	\$540
SPSS Software	SPSS	\$1330 x 3 years	\$3990	\$3990
Wellness Curriculum	Botvin Lifeskills	4 Teacher Guides 61 Student Packs	\$85/manual \$60/10 pack	\$5000
Printing- Minuteman Press	N/A	Per project (pamphlets, postcards etc.)	\$5000	\$5000
Website Hosting	Host Gator	5 years	\$50/yr	\$250
Marketing	Facebook Ads	8	\$30	\$240
After School program supplies	Misc.	N/A	N/A	\$1000
		TOTAL		\$22,808

JUSTIFICATION: Postage will be used to distribute parent campaign postcards, supplies for events include notepads, pens, markers, tablecloths etc., paper is for daily office functioning, flyers and meeting needs, and office supplies for daily use. The new Coordinator will need materials to be accessible in the office and also on the go. These include a laptop computer (Cell XPS 13 Laptop), Word Processing Suite, a printer, a cell phone (newest version to last through the life of the grant) and monthly data plan, tablet (iPad for youth and portable use) and DSLR Camera for program documentation. In order to conduct statistical analysis for YRBS, SPSS software will be purchased for 3 years. The wellness curriculum the Action Team decides on will be purchased in Year 1 so it is ready for piloting in Year 2. The estimates provided are based on Botvin Lifeskills curriculum, purchasing 4 teacher manuals, and at least 10 student workbooks for each class (closer to 1:1 for younger learners, and older youth can share). The outsourcing of printing will be for larger projects such as pamphlets, formal flyers, banners and materials for events, and postcard printing for the parent campaign. We will purchase website hosting rights for the next 5 years to assure the domain and will use Facebook Ads to market events (2 coalition

events, 4 parent speaker series and 2 community projects). The after school program supplies will be for whatever programs the youth choose to pilot.

NON – FEDERAL MATCH

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 9 mo.	\$450
General postage	\$100/mo x 9 mo.	\$900
Paper	\$40/case x 9 cases	\$360
Copies	3000/mo x 9 mo. x .10/copy	\$2700
Alternative Activities Program Supplies	N/A	\$1000
	TOTAL	\$5,410

JUSTIFICATION: General office supplies will be used by all staff associated with this project. Postage, paper, and copies will be used to conduct outreach and to send out meeting announcements. Copying of educational awareness drug free materials will require approximately 3000 copies per month for each month of the project year. Supplies for alternative activities expenses will include poster materials, printing costs.

Source of Match: City general operating budget and private grants

Federal Request: \$22,808

Non-Federal Match: \$5,410

TRAVEL:

FEDERAL REQUEST- In State Travel

Number of Trips	Number of People	Cost of Airfare	Number of Total Miles	Cost Per Mile	Amount Requested
2	2	N/A	560	\$0.58	\$325
25	1	N/A	1350	\$0.58	\$783
				TOTAL	\$1,108

JUSTIFICATION: Coordinator and one other coalition member will attend 1-day statewide prevention conference, Ounce of Prevention, held at DCU center in Worcester, MA. New England Institute for Addiction Studies (NEIAS) 4-day conference in Worcester, MA will send Coordinator and one other coalition partner. Local travel around Amesbury and surrounding region for meetings and networking will be 150/month for 9 months.

FEDERAL REQUEST- In State Travel

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Lodging	2	4 nights	\$100/night	\$800
			TOTAL	\$800

JUSTIFICATION: Lodging for two people to attend NEIAS conference. Food is included in cost of lodging provided through the University.

TRAVEL:

FEDERAL REQUEST- Out of State Travel

Number of	Number of	Cost of	Number of	Cost Per	Amount
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Trips	People	Airfare	Total Miles	Mile	Requested
3	2	\$300	N/A	N/A	\$1800
				TOTAL	\$1800

JUSTIFICATION: Coordinator and one other coalition member will attend three weeks of DFC required training for year one grantees. Closest location is Washington, DC.

FEDERAL REQUEST- Out of State Travel

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Lodging	2	15 nights	\$250/night	\$7500
Per Diem 1 st Travel Day	2	3	\$57	\$684
Per Diem Reg. Day	2	15	\$76	\$2280
			TOTAL	\$10,464

JUSTIFICIATION: Coordinator and one other coalition member will attend three weeks of DFC required training for year one grantees. Closest location is Washington, DC.

NON-FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
None				\$0
			TOTAL	\$0

JUSTIFICATION: N/A

Source of Match: N/A

Federal Request: \$ 14,172

Non Federal Match: \$ 0

OTHER:

FEDERAL REQUEST

Item Requested	Description	Cost per unit	Number of units	Amount Requested
NEIAS Conference	Registration	\$445/per person	2	\$890
Ounce of Prevention	Conference Registration	\$55/per person	2	\$110
Youth at Risk Conference	Registration	\$100/per person	11	\$1100
Teacher Curriculum Training	Online training	\$250/per person	4	\$1000
Transportation for after school programs	Lease van for after school transportation	\$3000	6 month lease	\$3000
Coalition	N/A	N/A	N/A	\$4000

Member Support Funds				
Community Police Detail	Compliance Checks	\$60/hour- minimum of 4 hours	2 police x 2 compliance checks	\$960
			Total	\$11,060

JUSTIFICATION:

- New England Institute on Addiction Studies conference registration fees for two attendees, a popular conference among statewide prevention practitioners with four full days of programming from state-approved teachers.
- Ounce of Prevention registration fees for two people, statewide one day conference focused on implementation of prevention strategies.
- Local Youth at Risk Conference focuses on youth who are at higher risk for substance use and other risk behaviors, we will offer attendance for 10 Coalition members to further their knowledge and skills in youth substance use prevention.
- Teacher Curriculum Training for the evidence-based substance use prevention curriculum the Coalition chooses- estimates based off of Botvin’s Lifeskills
- Transportation is a major barrier to offering more extensive after school programming for middle school youth. PACT will lease a van for youth who cannot arrange other transportation home.
- The individual work Coalition members do in their own organizations to adopt a positive youth development approach to prevention is key for building sustainability of this work. These funds will support work Coalition members are doing that build Assets for youth and could include things like printing, marketing, supplies for events, trainings etc.
- Community Police Detail will be for two officers to complete 2 sets of compliance checks after the retail beverage store workers have been trained. There is a minimum of 4 hours for detail work.

NON – FEDERAL MATCH

Item	Rate	Cost
Rent/Utilities	Rent- 335 sq ft x \$1 per foot x 9 months Heat/electric- \$80/month x 9 months	\$3,285
Meeting Space	\$50/3 hrs x 48 meetings	\$1,200
Internet Access	\$60/month x 9 months	\$540
Coalition Members	Coalition meetings, 1.5hrs x 9 months x15 attendees x \$25/hr Action Team Meets- avg. 3 hrs/month x 10 members each x \$25/hr x 7 teams	\$10,313
Volunteer Day Supplies	Donated gloves, garbage bags, tools, paint, unity t-shirts by the community	\$2000
Regional Youth Retreat	\$400 bus, \$40/per person x15 youth	\$1000
Coalition Member Support Funds	N/A	\$2500

Item	Rate	Cost
	TOTAL	\$21,288

JUSTIFICATION: Rent, utilities, and internet access will cover the cost of space for use by the Coordinator and Project Director. Meeting space is for Coalition and community meetings and youth after school activities, to be held throughout the year. The Coalition member's time includes a monthly 1.5 hour meeting (15 people attending), plus outside time for Action Team work. The Volunteer Day supplies will help youth clean up Amesbury and are donated by local businesses. The Regional Youth Retreat is a yearly retreat run by the ECAB Network, this would be the cost for Amesbury youth to attend. Member support funds, see above.

Source of Matching Funds: City general operating budget and other grants

Federal Request \$11,060
Non-Federal Match \$21,288

**CONTRACTUAL:
FEDERAL REQUEST**

Item(s)	Rate	Cost
None		\$0
	TOTAL	\$0

JUSTIFICATION: N/A

NON-FEDERAL MATCH

Item(s)	Rate	Cost
None		\$0
	TOTAL	\$0

JUSTIFICATION: N/A

Source of Matching Funds: N/A

Federal Request: \$0
Non-Federal Match: \$0

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TOTAL DIRECT CHARGES:
FEDERAL REQUEST – \$125,000
NON-FEDERAL MATCH – \$125,868

TOTAL INDIRECT CHARGES:
FEDERAL REQUEST - \$0
NON-FEDERAL MATCH- \$0

TOTAL:
FEDERAL REQUEST: \$125,000
NON-FEDERAL MATCH: \$125,868