

2009-10 DRUG-FREE COMMUNITIES PROGRAM PROJECT INFORMATION SHEET

PROJECT STAFF

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COMMUNICATION

Subgrantees are responsible for keeping all contact information current including project staff information, phone numbers, mailing and email addresses. **All updates must be made in SIMON. In addition, subgrantee must email DFC, Drugfreecommunities@fdle.state.fl.us, with new contact information.**

Drug-Free Communities Distribution List

Subgrantee is responsible for insuring that the appropriate parties are included on the Drug-Free Communities distribution list. This list can include more than one contact for each organization. Through the Drug-Free Communities Distribution List, the subgrantee will receive the following information:

- Information on funding opportunities
- Upcoming due dates/reporting requirements
- General information and updates for the DFC program

Drug-Free Communities Contact Information

To reduce unnecessary costs to the agency or grant project, *do not* send reports via express mail. Mail all reports, reimbursement requests, correspondence, etc., to the following address:

**Drug-Free Communities Program
Governor's Office of Drug Control
400 S. Monroe St., Suite 2105
Tallahassee, Florida 32399-0001**

DFC Project Main Number: (850) 487-8440 Fax Number: (850) 922-2894

GRANT PERIOD

Prevention services will begin October 1, 2009, and conclude September 30, 2010. All staff resources must be in place in order to commence services on October 1. Any deviation from this implementation schedule must be communicated via email to drugfreecommunities@fdle.state.fl.us and subsequently approved by your DFC program manager.

CONTRACT NUMBER

To assist us in expeditiously referencing and locating your project, *please reference your assigned contract number on all correspondence and reports.* This number can be found on your Certificate of Acceptance form. Example: 2009-DFC-County-3-X1-###

SIMON USER NAME AND PASSWORD

It is your organization's responsibility to maintain and have access to the correct user name and password. User names should not be shared between people within their agency; people are to sign in under their own user name. Please keep your username and password in a safe place, as you will need to access SIMON frequently. Administrative management and user privileges may be found in the SIMON user manual. This manual is frequently updated; see SIMON homepage for newest edition. <http://simon.fdle.state.fl.us/simon/>

CHANGES TO GRANT PROJECT

Subgrantee is required to make grant adjustments in SIMON. You must mail the signed amendment document to Drug-Free Communities. This document will feature all sections of the contract that were changed. In addition to the amendment document, you must attach a cover letter explaining the proposed changes, budget

and programmatic. Unless written notification is received, all information will remain as originally submitted in your grant proposal, which can result in delays in communication and processing of reimbursement requests.

FUNDING SOURCE DOCUMENTATION

All published work developed with Drug-Free Communities Program grant funds must include the following statement:

*“Funded through the Title IV Safe & Drug-Free Communities Program
as authorized by the No Child Left Behind Act of 2001”*

DEPARTMENT OF CHILDREN & FAMILIES LICENSE

In Florida, any entity, which provides any prevention or early intervention service related to alcohol or drug abuse must be licensed according to Chapter 397, Florida Statutes, and 65D-30 Florida Administrative Code. These licensing requirements are designed to provide minimum standards of operation for alcohol and drug abuse services. Once a recipient has been notified of funding, the recipient is to *immediately* seek and/or renew licensure through their Department of Children and Families (DCF) District Office.

NOTE: All grant recipients renewing their DCF License are required to submit the updated copy of their renewed license throughout the term of their grant year. New grant recipients are required to submit a copy of their DCF License Application within 60 days after notice of the grant award and submit a copy of the DCF License as soon as it is received. *If licensure is not obtained within 6 months after receiving the grant award, reimbursement checks will be held until licensure is obtained.*

SPECIAL MEETINGS & EVENTS

Other meetings and trainings, both required and voluntary, may be offered throughout the project period. In addition, the Office of Drug Control has special initiatives throughout the year i.e. CAN Day, Recovery Month, Suicide Prevention Day, etc. Information about these opportunities will be provided in a timely fashion.

PROGRAMMATIC REPORTING

Quarterly Performance Report – Performance report will be completed in SIMON. Report must be electronically submitted and a hard copy printed and sent to the program office.

Period Covered Due Date

| | |
|---|-------------------------|
| <i>1st 10/01/09 through 12/31/09</i> | <i>due by: 01/31/10</i> |
| <i>2nd 01/01/10 through 03/31/10</i> | <i>due by: 04/30/10</i> |
| <i>3rd 04/01/10 through 06/30/10</i> | <i>due by: 07/31/10</i> |
| <i>4th 07/01/10 through 09/30/10</i> | <i>due by: 10/31/10</i> |

SIMON

Performance Reporting

New report

Narrative box:

Answer the question:

Provide an overview of your program for this quarter. Include activities, special events, points of interest, new hires and any other information as applicable. Submit with your hard copy any newsletters, fliers or program information along with your **TRACKING DOCUMENTS!**

4th Quarter Performance Report – October 31, 2010

The 4th quarter report is the closeout report. Data should follow the same format to ONLY include the last quarter's information. Program narrative should contain a comprehensive overview of the grant year.

FINANCIAL REPORTING

All financial reporting must be completed in SIMON. A signed form must be mailed to Drug-Free Communities.

Expenditure Reports – Due on a Quarterly Basis (No Monthly Reports Accepted)

A minimum of 30 days is required for processing reimbursement requests. Do not e-mail or fax these reports – an original signature is required for approval. Reimbursement requests must be submitted in a timely manner. As indicated in your contract, an expenditure report must be submitted every quarter. Please do not contact staff regarding payment if it has not been at least 30 days since submitting claim. Expenditure reports require an original signature and must be mailed to Drug-Free Communities.

| <i>Period Covered</i> | <i>Due Date</i> |
|---------------------------|------------------|
| 10/01/09 through 12/31/09 | due by: 01/31/10 |
| 01/01/10 through 03/31/10 | due by: 04/30/10 |
| 04/01/10 through 06/30/10 | due by: 07/31/10 |
| 07/01/10 through 09/30/10 | due by: 10/31/10 |

- 1st quarter expenditure report **MUST** have backup documentation; lease agreement, phone bill, utility bill, etc.
- Subsequent reports do **not** require back up documentation; however all documentation must be kept on file and may be requested at any time.
- Reimbursement for meetings/conferences paid from grant funds **MUST** include a justification for attendance and the program agenda and/or brochure.
- Travel reimbursement must meet state guidelines as included in addendum 1.

Documentation of project expenditures should be kept in a separate file by the Subgrantee for five (5) years following the close of the grant (local audit requirements may require longer). Always retain a copy of each report submitted in a separately marked grant file. Documentation includes copies of purchase orders, paid vouchers, canceled checks, journal transfers, payroll vouchers, time and attendance forms, etc. This documentation should be kept at your office for auditing purposes only. The Office of Drug Control reserves the right to ask for documentation at anytime.

Advances

Subgrantees may request 10% start up monies at time of application. All advances will be recaptured prior to the final reimbursement. Once the grantee receives the Certificate of Acceptance, grantee must sign and send back to ODC **PRIOR** to receiving the 10% advance.

Budget Amendments

Budget amendments that involve the addition of a new line item *must be submitted and approved in advance*. A revised Budget Narrative and Budget Schedule must be completed in SIMON along with a letter requesting:

- Revised amount
- Justification
- Effect on overall implementation plan – explaining any programmatic change

All forms must be printed, signed and submitted with original signature along with a cover letter stating the above. A recipient may transfer funds between budget categories as long as the total amount of transfer (increase or decrease) does not exceed ten (10) percent of the total overall grant award and the transfer is made to an approved budget line item. Please review the SIMON user manual for grant adjustment directions.

Program Audits – Due: June 30, 2011

Recipients that expend an *aggregated total of less than \$500,000* per year in federal funds can declare exemption from the Annual Audit Report Requirements (OMB Circular A-133) by completing the form found at the website and submitting it via mail to the Drug-Free Communities Program.

Recipients that expend an *aggregated total of \$500,000 or more per year* in federal funds must have a single or program-specific audit conducted for each year. The following guidelines must be followed:

- The audit must be performed in accordance with the Federal OMB Circular A-133, other applicable federal laws, and the requirements outlined in Section 11.45 and 215.97, Florida Statutes, and Chapters 10.550 and 10.600, Rules of the Florida Auditor General.
- The recipient must have all audits completed by an Independent Public Accountant (IPA). The IPA must be either a Certified Public Accountant or a Licensed Public Accountant
- The contract for this agreement shall be identified as federal funds disbursed through the FDLE and include the following: contract number, CFDA number, award amount, contract period, amount of funds received, amount funds disbursed.
- A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period and include management letters and management's written response to all findings.
- In order to be complete, the submitted report must also include the following:
 - Schedule of Expenditures of Federal Awards
 - Independent Auditors Report on Financial Statements
 - Independent Auditors Report on Internal Control over Financial Matters
 - Independent Auditors Report on Compliance to Major Federal Programs
 - Schedule of findings and questioned costs

Financial Closeout Audit – Due: November 12, 2010

The following sequence must be taken in order to closeout your grant:

1. 4th quarter expenditure report submitted and approved.
2. Unspent funds require a budget amendment. Amendment must be submitted and approved.
3. Final closeout audit submitted.

All forms must be printed, signed and submitted. The project year cannot be closed until Financial and Programmatic Closeout Reports have been received from each subgrantee for that grant year.

NON-COMPLIANCE POLICY

- If a recipient fails to comply with any of the reporting requirements or other terms applicable to the grant award, the Drug-Free Communities Program may take one or more of the following actions:
 - o Temporarily withhold payments, pending satisfactory resolution of the deficiency;
 - o Disallow all or part of the cost of the activity or action not in compliance;
 - o Suspend or terminate the award;
 - o Disallow future participation in the program and/or;
 - o Recover all funds provided under the current award.
- Costs resulting from obligations incurred by the grantee during a period of notified non-compliance, suspension, or after termination of an award are not allowable.
- Recipients of terminated grants remain obligated to provide all required documentation.