

**DRUG-FREE COMMUNITIES PROGRAM
2006-07 PROJECT INFORMATION SHEET**

PROJECT STAFF

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COMMUNICATION

Subgrantees are responsible to keep all contact information current including project staff information, phone numbers, mailing and email addresses. **All updates must be made in SIMON and to subgrantee contact information to Drugfreecommunities@fdle.state.fl.us.**

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
Suite 2105, The Capitol
Tallahassee, Florida 32399-0001**

DFC Project Main Number: (850) 487-8440 Fax Number: (850) 922-9936

GRANT PERIOD

Prevention services are expected to begin September 1, 2006, and conclude August 31, 2007. It is expected that all staff resources be in place in order to commence services on September 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: 2006-DFC-County-3-Q3-###

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.

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 you made changes to. In addition to the amendment document, you must attach a cover letter explaining the proposed changes to the contract, the reason for the modifications both budget and program. Unless written notification is received, all originally submitted 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 Drug-Free Communities logo (copy available on website) along with 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 unless approved by our office.*

SPECIAL MEETINGS & EVENTS

This year subgrantees will be required to attend two conferences.

2006 Statewide Prevention Conference will be held September 20-22, 2006 at the Caribe Royale in Orlando. (Please note there will not be a pre-conference DFC Technical Assistance meeting prior to the start of the conference.) A representative from every funded agency is expected to attend the Statewide Prevention Conference, for more information please visit www.preventioninflorida.org.

Safe and Drug-Free Schools and Communities Technical Assistance meeting will be held in Tallahassee December 12-14, 2006 at The Capitol. This is a required meeting and will replace the Technical Assistance meeting on September 19th, 2006. More information to be provided at a later date.

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

PROGRAMMATIC REPORTING

Self Monitoring Report – Due Date: March 30, 2007

Grant recipients must complete a Self Monitoring Report. The report form will be sent to each subgrantee approximately one month prior to the due date.

Annual/Final Report -- Due Date: October 15, 2007

In accordance with the Education Department General Administrative Regulations (EDGAR), grant recipients must submit an Annual/Final Report within 45 days of the ending date of the grant period. The report form will be sent to each subgrantee approximately one month prior to the due date.

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.

| <u>Period Covered</u> | <u>Due Date</u> |
|---------------------------|-----------------|
| Month of September | ASAP |
| 10/01/06 through 12/30/06 | 01/31/07 |
| 01/01/06 through 02/28/07 | 04/30/07 |
| 04/01/07 through 05/31/07 | 07/31/07 |
| 07/01/07 through 08/31/07 | 09/30/07 |

Documentation of project expenditures should be kept in a separate file by the Subgrantee for three (3) years following the close of the grant (local audit requirements may require longer). Always retain a copy of each report submitted to FDLE 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. ***Do NOT send this documentation with your report;*** it 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 which 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:

- the revised amount
- justification
- programmatic change
- effect on overall implementation plan

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 approved budget category and the transfer is made to an approved budget line item. Please review the SIMON user manual for grant adjustment directions.

Program Audits

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.
- In order to be complete, the submitted report must include management letters and

management's written response to all findings.

Financial Closeout Audit – Due October 15, 2007

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

1. The 4th quarter expenditure report must be submitted and approved.
2. If all funds are not spent a budget amendment must be submitted and approved.
3. Last, the final closeout audit can be 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:
 - Temporarily withhold payments, pending satisfactory resolution of the deficiency;
 - Disallow all or part of the cost of the activity or action not in compliance;
 - Suspend or terminate the award;
 - Disallow future participation in the program and/or;
 - 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.