

Frequently Asked Questions: Reducing Underage and Dangerous Drinking Grants

Please review this document and the Grant Application Instruction Guide, available on the [grants section of our website](#), before submitting questions.

As new questions are posed, they will be added to the top of Page 2 of this document for easy reference to new responses.

New This Year

- The grant application process has transitioned to a paperless, internet-based platform, and all grant applications must be submitted electronically through PLCB+. For more information, see Page 3 of the Grant Application Instruction Guide.
- Promotional items will no longer be reimbursable by the PLCB. Matching funds may be used to pay for promotional items, but the PLCB will not reimburse for them.
- Each applicant must include a marketing plan demonstrating how the proposed programs and activities will be promoted. Promotion of the programs and activities may be funded through the grant advertising line or by matching funds.
- Scoring preference will be placed on comprehensive programs, and applicants are strongly encouraged to reach out to other organizations to work together.
- Past performance of previous grant recipients – including timely filing of reports, percentage of grant funds spent, and overall ability to complete the programs proposed – will be considered in evaluation of grant applications.
- The previous spending limit on consultants has been eliminated, enabling grantees to receive greater reimbursement for expenses for outside police departments and traditional consultants.
- When conference attendance is proposed as part of a grant, scoring preference will be given to those attending the annual PLCB Alcohol Education conference. There is no registration cost for this conference, and grant funds may be used to pay for transportation, lodging, and staff expenses.
- Applicants are encouraged to incorporate resources available for free from the PLCB, such as educational materials and trainings, into their grant proposals, instead of generating their own resources or using outside materials and programs. This will be considered in scoring.
- The maximum allowance for law enforcement equipment has been increased to \$1,500.
- Receipts/invoices must be submitted with the quarterly report and will be required for reimbursement of expenses.

General

Q: I read that the time frame of the grant is not 100 percent set. If the date does get pushed forward, will the end date be pushed forward also, or will it still have to end by June 30, 2019?

A: June 30, 2018, is the end of the state fiscal year and will be the end of the first year of the grant cycle, regardless of the start date of the grant. The second year will be from July 1, 2018 to June 30, 2019; these dates will not change.

Q: If a university is already using an online alcohol module, can the grant money be used to become part of a coalition that is an extension of the online alcohol module?

A: It would depend upon what type of extension is being requested. If the extension addresses the purpose of the grant, reducing underage and dangerous drinking, it would probably be allowable. However, if it is an add-on for such things as other drugs, violence or sexual assault, it would not be allowable.

Q: In the application for this grant I am proposing the purchase of AlcoholEdu for College through EverFi. If the cost of the program exceeds the grant and we are planning to cover the extra amount from other funds, will we still qualify?

A: You may use the grant to reimburse part of the expense, then cover the rest of the expense through matching funds. Note in the narrative what the actual cost is, how much is to be reimbursed by the grant, and that the balance will be paid through matching funds.

Q: Are Single County Authorities (SCAs) eligible to apply for the PLCB grant? If yes, does it matter if they receive grant monies from the Department of Drug and Alcohol Programs (DDAP)?

A: Yes, Single County Authorities are eligible, even if they receive DDAP grants. As long as the SCA is part of a county government and not a branch of a state agency, it may apply.

Q: The grant guide says only one grant is allowed per entity or organization. As Penn State has multiple campuses, can only one application be submitted by the entire Penn State system?

A: For the purposes of this grant, Penn State campuses (and any other school with multiple locations) are considered separate entities, as long as they are in different locations.

Q: Does the PLCB grant have to be completed for two years? For example, does the timeline and budget narrative have to be for two years?

A: No. If funding is only sought for one year, explain and place zeros in the budget section for the other year.

Q: Does the evaluator have to be from outside the organization?

A: No. The evaluator may be from inside the organization. If the evaluator is within the organization, do not use the budget line item for outside evaluator; evaluator payment in this case should be reflected on the Staff Expenses line.

Application

Q: For questions with character limits, do spaces count as characters?

A: Yes. The limits are in place to encourage applicants to be succinct in their descriptions.

Grant Narrative

Q: Regarding the Assessment Survey, do we include in the application the exact survey instrument that we'll use to assess the intervention, or can we just say a pre/post survey will be administered by our research partner?

A: Please provide as many specifics as possible, when available. If survey instrument has yet to be determined, provide as much detail as possible about what exactly will be surveyed and how the survey will be conducted. Keep in mind that if an instrument is selected that is not within the purview of the grant, it will not be approved for reimbursement.

Q: The grant description includes underage and dangerous drinking. Our targeted municipality hosts many bars; is it possible to include all drinking ages for purposes of this grant? Or must the grant specifically target dangerous drinking among underage youth?

A: Grants are intended for the reduction of underage and dangerous drinking. Programs focused on the prevention of dangerous or binge drinking are allowable, however they should be targeted to those age 21 to 29, since underage drinking is illegal. However, both underage and dangerous drinking should be addressed. The Grant Application Instruction Guide includes a list of allowable programs that may serve as a good reference.

Timeline

Q: For the grant timeline, should only programs receiving grant funding or matching funds be identified? Is it acceptable to add all planned programs that complement the project in the timeline?

A: Any programs that are part of the proposed project should be included in the timeline. All items in the timeline **MUST** be associated with an activity, and each activity is associated with corresponding costs funded by the grant and/or matching funds.

Years 1 and 2 Budget Narratives

Q: Publicizing alcohol-related laws and school policies is identified as an allowable activity. Would purchasing note pads with magnets that feature alcohol-related laws and school policies (which students could hang in their rooms) be an allowable activity?

A: No, promotional items are not allowable.

Q: Is it mandatory to have grant funds pay for an outside evaluator, or can we use matching funds for this?

A: It is not mandatory to use an outside evaluator or to use grant funds to pay one. This could be a good use of matching funds.

Q: For the Staff Expenses line, could I enter the number of overtime hours to be worked and the hourly rate, since we would only be able to guess as to when the overtime details would take place over the next two years?

A: Yes, fill in the number of hours worked and the hourly rate. In the narrative section, state "Dates to be determined."

Q: We would like to hire Liquor Enforcement Officers to patrol specific areas on specific dates/times. Is this allowed?

A: No. The PLCB directly funds the enforcement efforts of the Pennsylvania State Police Bureau of Liquor Control Enforcement (BLCE), therefore grant funds may not be used to pay BLCE officers.

Q: While incentives for participation in grant activities and alternate activities at the college setting are not allowable costs for grant reimbursement, would these items be allowable to be funded through matching funds?

A: Yes.

Q: What do you consider fringe benefits (as a nonallowable expense) to include?

A: Fringe benefits are anything the employer provides other than salary – insurance, retirement benefits, etc. While fringe benefits cannot be reimbursed through grant funds, they can be funded through matching funds.

Q: Are BACCHUS education programs, trainings, and conferences allowable expenses under peer education?

A: As long as they are within Pennsylvania and are focused on alcohol, these activities are allowable. Please provide details on location and name of such training in the application.

Q: Are membership fees – for example, for BACCHUS – covered under the grant?

A: Membership fees would only be covered when related exclusively to alcohol or alcohol education.

Q: If we complete a curricular needs assessment and determine the need to purchase classroom materials addressing underage and dangerous drinking, where do we enter the costs for these classroom materials into the grant application?

A: It would depend on what the materials are. If the materials are curriculum materials, they could be placed under the Training/Curriculum Expenses line. If, however, they are items such as paper, markers, etc. to be used for projects, they would then be considered office supplies and should be placed in that line. Review Unallowable Expenses and Conditionally Allowable Expenses on pages 15 and 16 of the Grant Application Instruction Guide to ensure the materials contemplated are allowable.

Q: Regarding officer time for enforcement details, do we have to break down each officer's wage, or can we group them together? For example, 10 officers working 100 hours at \$35.12 each.

A: It is not necessary to list each officer's wage, and you may group them together to estimate costs as best as you can. If the grant is awarded, reimbursement procedures will require more detail, but for the application, a grouping is permissible.

Matching Funds

Q: I understand that one-time educational programs such as motivational speakers and speaker fees are an unallowable grant expense. Could speaker fees be paid through matching funds?

A: As long as the speakers are part of the comprehensive program and speak about underage and dangerous drinking, they could be paid for through matching funds. It is not allowable, however, to use grant funds or matching funds for speakers addressing other subjects, such as drugs, sexual assault or dangerous/distracted driving. Provide a detailed explanation regarding what the speaker will address and how the activity relates to the overall program.

Q: Can matching funds be used for a program that we have already been funding, such as EChug, or do we have to use matching funds and the grant funds for "seed projects" only?

A: Matching funds do not have to be used for new programs, so this would be an acceptable use of matching funds. Matching funds are intended to show the organization's commitment to the project.

Q: If we are currently using and funding MyStudentBody with our own funds, but will be expanding usage of the tool under the proposed program (additional questions, adding parent questions, etc.), could the expansion costs be used for matching funds?

A: Program expansion, so long as the expanded program addresses reducing underage and dangerous drinking, is not considered supplantation and would be allowable as expenses to be paid by grant funds or matching funds. Program expansion to address other topics, such as drugs or sexual assault, would not be allowable as for grant reimbursement or as matching funds.

Q: I would like to use automotive fuel costs associated with roving patrols and alcohol establishment surveillance details as matching funds. How should I calculate this cost – price per gallon today, average price per gallon last year, the federal government price per mile, or some other method?

A: The price per mile established by the U.S. General Services Administration is preferred when calculating fuel costs (GSA rate per mile times the number of miles anticipated). The GSA rate may change during the grant period, and the GSA rate at the time the payment voucher is submitted will be used to determine reimbursement.

Q: Can we count personal time spent on grant activities as matching funds? For example, 40 hours of work time to conduct walk-throughs?

A: So long as the time spent is paid work time, not volunteer time, this would be acceptable as matching funds. It would not be an acceptable use of grant funds, however, as that could be supplantation.

Q: Can we use the dollar value of a volunteer hour as defined by the federal government (approximately \$20 per hour) as a gift-in-kind?

A: No. In-kind gifts are not allowable as matching funds for the grant.

Q: If I am proposing the entire subscription cost of E-Chug (an allowable expense) as matching funds, do I need to write it out within the section for activities, providing detailed reasoning and data? This subscription purchase will be entirely paid for with matching funds and will be included in the matching funds budget, but does it need to appear in the activity as well? To clarify, do all of my matching fund activities need to go within the program and activities section where I would need to include the activity, reason for selecting it, and data supporting it?

A: Any activities that are part of the grant program should be included on the timeline and in the activities section. If data is to be used for other, funded activities, the data will need to be identified to justify those activities. Applicants are encouraged, however, to be as concise as possible in providing information.

Q: Does a percentage of an administrator's salary reflecting devotion to grant activities count as matching funds? Do prevention lessons in support of grant activities count toward matching funds if presented as a percentage of the teacher's salary spent on prevention lessons?

A: Neither of these examples would be allowable as grant expenses (supplantation), but they would be allowable as matching funds, so long as the activities are relevant to the purposes of

the grant. For example, the lessons would have to be address prevention of underage alcohol use; prevention of the use of other drugs or other dangerous behaviors would not be allowable.

Letters of Support

Q: As a police department, we perform enhanced patrols for minor liquor law and public drunkenness (underage drinking). Who do we get letters of support from?

A: Letters of support should be from other organizations or agencies with which the applicant works. For example, if in a university town, a letter from the university would be appropriate. Other possibilities include local high schools, the Pennsylvania State Police Bureau of Liquor Control Enforcement, community organizations, etc.

Q: If I were to involve several different schools in my project, do I need one letter of support from each school?

A: A minimum of two letters of support is required. However, if the proposal involves working with multiple schools, letters from all involved should be provided.