

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 asked and answered, they will be added to the top of Page 2 of this document for easy reference.

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.

New Questions

3/24/17

Q: Would the grant fund Fatal Vision Balcony Danger mats as an equipment expense relating to grant activities? These mats would be utilized in coordination with alcohol programing on campus specifically targeting underage and dangerous drinking hazards.

A: No. We do not fund Fatal Vision goggles or related equipment. The only equipment funded by the grants would be law enforcement equipment.

3/23/17

Q: The grant application refers us to SAMHSA registry of programs and to the National Institute of Alcohol Abuse and Alcoholism for lists of evidence based programs. On SAMHSA I only find 5 legacy programs, no current ones. Will the legacy programs be considered? On the NIAA website one is referred to the Surgeon General's report. I find no listing of programs or even strategies. Would the strategies found in the Surgeon General's report be applicable?

A: As per grant instructions, if a program or activity is on a registry, note that on the application. If it is not on a registry, it may still be considered if there is evidence validating its effectiveness. It appears that the programs you mentioned may be considered, but you will have to submit information to confirm that.

Q: The Power of Parents is an allowable program, however, I do not see the Power of Youth. My understanding is that it is now deemed a research based program. Would one be able to provide both programs with PLCB funds?

A: Again, if the program is considered research- or evidence-informed, it can be considered. Be sure to include information confirming the program is evidence-informed.

Q: We propose an initiative that would provide Party Safe Packs to these registered party hosts, which would include PLCB info, campus resources, standard drink sizes, identification lanyards for party hosts, drink counting bracelets, and other items. As noted in the PLCB Application Guide, it does say that harm reduction initiatives are an allowable expense; however, I was not sure where to list this expense within the budget.

A: First, it is worth noting that harm reduction strategies are only *conditionally* allowable. Per the application guide, they will "only be accepted as part of a comprehensive program that addresses underage drinking as well as dangerous drinking." The above program does not seem to include significant content to address underage drinking.

All items should be listed individually in the appropriate budget line. Please review the section on budget for guidance as to where any specific item would be budgeted. However, many of the above items appear to be promotional items, which are not fundable.

Q: Regarding PLCB annual conference attendance; is there a maximum number allowed?

A: No, there is no limit to the number of attendees from any organization. It is up to the grant project director to determine the best use of funds.

3/22/17

Q: We are working on a grant proposal and are considering the Evaluator role. Do you have a copy of or can you provide a link to the required evaluation report?

A: The evaluation report will be sent to successful applicants. In order to determine what will be asked, please refer to the questions in the grant application regarding evaluation.

3/20/17

Q: In the application materials, it says that the grant mechanism is interested in funding work on underage and dangerous drinking. Does this mean that each and every application should include both underage and dangerous drinking to be competitive, or that applications including either underage or dangerous drinking can be competitive?

A: The grant is for Reducing Underage AND Dangerous Drinking, so both must be addressed. However, keep in mind that addressing underage drinking will generally address dangerous drinking as well. However, a grant addressing only dangerous drinking may not address underage drinking.

3/16/17

Q: Is the evaluator responsible for completing an evaluation report at the completion of the two year cycle? Or is there an annual report?

A: The outside evaluator is responsible for preparing a final cumulative evaluation. However, we also request a midterm update prior to the beginning of the second year of funding. You may have the outside evaluator do that or you may choose another person to complete it.

3/15/17

Q: Is purchase of ScreenU from the Higher Education Center for the Alcohol program only allowable as an expense with grant dollars? I know the packet states that screenings are not allowed, but I don't know if that includes web-based SBIRT programs such as ScreenU.

A: Without complete information, it is difficult to answer this. Screenings and intervention are not allowed. Given that SBIRT stands for Screening, Brief Intervention and Referral to Treatment, it is likely unallowable.

If an applicant believes the program fits in the parameters of the grant, it's up him/her to do the research and provide data and background.

3/13/17

Q: Our agency is wondering if we are able to purchase Nik Narcotic Testing Kit(s) with PLCB grant funding.

A: No. The grant only covers underage and dangerous drinking.

3/10/17

Q: I am currently a Community Mobilizer for a coalition funded through a Drug Free Communities Federal Grant. The grant is expiring on October 1, 2017, and we are not eligible to apply for another cycle. As long as I showed that all of my activities were related to underage drinking, would I be able to apply for a PLCB grant and have all of it apply to my salary, and the rest of my salary would come from matching funds?

A: As long as you don't cover any of your salary for the remaining time of the Drug Free Communities Grant, that would be acceptable. When requesting funding for your salary, be sure to clearly explain the situation so reviewers will understand it is not supplantation.

Q: Could you explain/define the concept of course infusion?

A: There are different ways to do curriculum infusion. It is up to each applicant to research the methods and determine which they will use.

3/9/17

Q: As you may know, Everfi, the company that owns AlcoholEdu, purchased their main competitor, Campus Clarity (Think About It) and Law Room, and subsequently the price of the AlcoholEdu program has significantly increased. Is PLCB funding the "Think About It" tool in light of the fact that they are now owned and operated by Everfi, the same company that offers AlcoholEdu?

A: When requesting funding for anything not listed on the allowable or provisionally allowable sections of the grant instruction guide, include information on whether it is evidence informed. If it is listed on any registry of evidence informed programs, include that as well as any data proving it is effective. It is up to the applicant to research the program and provide the necessary information as to its appropriateness.

3/8/17

Q: I have a question about the application process in regards to text limit: Does the 4,000 character limit restrict each section or the Grant Narrative in as a whole?

A: It applies only to the sections we have specified, not to the whole narrative.

Q: I have a question regarding one of the programs listed as "allowable" option, and it's more of a point of clarification. AlcoholEdu is listed, does this pertain to both the college and high school curriculums?

A: AlcoholEdu is allowable for both collegiate and high school curricula.

Q: Is it allowable to purchase police uniform/equipment for bike officers?

A: As long as what is purchased is specifically for the purpose of the grant and is specific to the use of bicycle patrols, that is acceptable.

Q: In the Grant Timeline, there are no activities to choose from under the tab?

A: You must enter the activities in the activities section first. The dropdown box will then populate with them.

Q? If we are going to use the same grant activities for both years, do we have to list it twice in the timeline? I did not see a tab for using it for both years similar to the way the budgets are set up.

A: You should list all activities in the timeline. If you are doing the same thing each year, you would still list it twice, once for each date (or set of dates) when you are doing it.

3/2/17

Q: Can alcohol-free/alternative activities (late night events) be used as matching funds?

A: Yes. While they are not allowable as a grant expense, they can be used for the match.

Q: Are Blood Alcohol Cards (BAC's) allowable expenses?

A: They would be allowable. However, in scoring, preference is given to the use of PLCB materials. The PLCB has BAC cards available to order free of charge, so if an organization chooses to pay for other ones, it would have a negative impact on the grant score.

3/1/17

Q: In the Grant Narrative under #4, it states to include such things as the purchase of equipment and supplies, submission of materials for approval, meetings, programs, presentations, etc. Is each purchase considered its own activity, or do we simply include the purchase within the activity that the purchase will support?

A: Each of the above is a separate activity. You may combine purchases if they are the same items purchased at the same time. Submissions for approvals should also be separate from the actual purchase and/or use of materials. If you are doing recurring programs or presentations within the same month, you may enter them together.

Remember that it is not necessary to have the exact dates, but that you should give your best guess as to when the activities will be accomplished.

2/28/17

Q: I am halfway through the grant process and noticed that I need two grant letters of support. We are trying to purchase the CMI Intoxilyzer 5000 Breathalyzer for \$6,800 for our Township and we were going to pay for the other half. Not sure if these letters would be needed, since the township is paying the other half of the funding?

A: ALL applications must include two letters of support. Also, please note there is a limit on the amount that can be requested for police equipment. Keep in mind, we are looking to fund comprehensive programs for reducing underage and dangerous drinking.

Q: Our grant team is working with our educational partners to prepare our grant request. In an effort to best meet the PLCB goals & standards, would it be possible to review some of the successful grant proposals of the last funding cycle?

A: We do not send out previous grantee applications. The best way to ensure success in the application process is to read the application, instruction guide, and these FAQs carefully.

Q: I wanted to check with you about a curriculum program we would like to include in the grant request, but I do not see it either on the allowable/unallowable lists. Would Choices Alcohol and Drug Program be an allowable expense?

A: Per the Grant Application Instruction Guide, page 16, "These are some examples of allowable programs/activities. If you are requesting funding for other programs or activities, you must provide data/evidence of their effectiveness or the effectiveness of a related program."

Since Choices is not listed, you will need to provide information on the program so the scorers can make a determination. Be sure to include whether it is listed anywhere as an effective program and/or include data to prove its effectiveness.

2/23/17

Q: I am currently working on the grant application and intend to write in the RA Training Program. Is there a fee attached to having the program conducted?

A: No, there is no fee charged by the PLCB for this program. It is offered free to any organization in Pennsylvania. To schedule a program, send an email to ra-lbeducation@pa.gov.

2/21/17

Q: In a previous grant, the quarterly report submission was part of the timeline. Do I need to add this quarterly reporting and final evaluation activity to the Proposed Activity and Timeline sections of the on-line grant proposal?

A: No, this is no longer required.

2/17/17

Q: I have tried to register for a supplier number, but the link in the Application Guide doesn't seem to work. How can I obtain one?

A: If your organization does not already have a PLCB Supplier Number, you must apply for one at <http://www.lcb.pa.gov/WorkWithUs/Documents/001698.pdf>. Follow the directions on the form, noting "GRANT APPLICANT" to identify the limited timeframe of the request. The form may be emailed to ra-lbsupplier@pa.gov (the subject of the email must read "Supplier Name – PLCB Grantee").

Q: Is it permissible for a non-profit pursuing the Underage and Dangerous Drinking Grant to designate SCA funds as their matching funds? This would be a new program implementation which was not previously funded by the SCA in any capacity.

A: SCA funds would be a valid source for matching funds, but you would still need to give details on how you plan to use the funds. If using them for staff expenses, for example, you would need to tell what the staff is doing that contributes to the new programming.

2/16/17

Q: In the grant information instruction guide for the PLCB Reducing Underage and Dangerous Drinking Grants, it states funds are available for seed money to initiate programs. Can you clarify, does that mean it cannot be used towards existing, established programs?

A: That is correct, the grant is not meant to be used for already existing programs. Per the Grant Instruction Guide, under Definition of Terms, that would be considered supplantation, "The use of grant reimbursement to fund staff or an activity previously paid for by the applicant."

However, if you are expanding an already existing program, the activity *may* be considered. You will need to explain what is changing.

Q: In the years 1 & 2 budget instructions, it says only use shipping if shipping charges are imposed. Who is imposing those charges? Is it the people selling things or someone else?

A: Shipping charges are generally imposed as a separate fee by the seller.

Q: We are a Borough Police Department and we are the host town to a university. My question is, if as part of our proposed comprehensive program, we are including party patrols as targeted law enforcement details, can grant funds be used to pay for university police officers or neighboring police officers to also work as joint patrols with borough police officers or should that be with matching funds, or not at all?

A: Yes, you may use grant funds to pay for outside police officers. New this year, that would go under the consultant line. We also advise you to have letters of support from any agencies you hope to use.

2/13/17

Q: I read through the guide for the PLCB 2017-2019 Application for Funding and had a question. Page 16-17 details "Examples of Allowable Programs/Activities." Would the Big Brothers Big Sisters program also fall under this category since it is evidenced-based and is proven to help youth avoid risky behaviors like alcohol?

A: Big Brothers Big Sisters is allowable, as long as proposed activities address underage and dangerous drinking. In the activities section, be sure to explain how each activity would reduce underage and dangerous drinking.

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 in these fields.

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: It is always better to 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 must 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 alternative 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 adhere to the other guidelines (i.e. they are within Pennsylvania and are focused on alcohol), these activities are allowable. If requesting, 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. First, they must be allowable under the grant guidelines – certain types of materials are excluded. 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 for the application 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. Would speaker fees be allowable as part of our portion of 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: That would be an acceptable use of matching funds. Matching funds do not have to be used for new programs, they 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: If you are expanding the program, the expansion would not be supplantation, and would be allowable for the grant funds or for matching funds as long as the expansion has to do with reducing underage and dangerous drinking. 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 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, 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.