

# Frequently Asked Questions

## National Coalition Academy (NCA) Registration

1. How do I register for NCA?
  - Visit [www.cadca.org/ncaregistration](http://www.cadca.org/ncaregistration) for instructions.
2. I submitted incorrect information. How do I change information on the registration?
  - Contact [NCA@cadca.org](mailto:NCA@cadca.org) and specify what you would like to change on your registration. A staff will change it on the back-end, and confirm with you via email.
3. I did not receive an email after registration. Where do I look to find if my registration was submitted successfully?
  - All applicants should receive an automated email. If you have not received it, check your spam or junk folder for an email. If you have checked and were unable to find it, you might have provided a colleague's or incorrect email address. Contact [NCA@cadca.org](mailto:NCA@cadca.org) to update email address.
  - Note that priority is given to year 1 DFC recipients. Other coalitions will be accepted based on space availability in the order of their registration.
4. For the National Coalition Academy registration, if we have not hired someone yet should we register as a coalition or wait until we hire someone?
  - There are two steps to the NCA registration. The reason for that is to assist with those circumstances. Step 1 is to register the coalition and choose a training site. This way CADCA will secure two spots for the coalition at the site of your choice. Complete this step as soon as possible as there is limited space at each location.
  - Then, when ready or staff are hired (but no later than 3 weeks prior to the training), you can complete step 2 – confirming the individual participants. We are understanding that many coalitions have not hired the coordinators by the end of the year.
5. I registered for a location that is on the waiting list. When do I hear back?
  - You will hear back within 10 business days. Note that priority is given to year 1 DFC recipients.

## Training Details

1. Where can I find the details such as dates, location, hotel, transportation, etc. of the NCA?
  - Visit [www.cadca.org/nca](http://www.cadca.org/nca) and click General Information Matrix.
2. How much does it cost to attend the NCA?
  - Registration, training and training materials are FREE of cost
  - Participants must budget for:
    - Roundtrip Airfare X 2 participants X 3 training weeks
    - Hotel for 4-5 nights X 2 participants (unless you share a room) X 3 training weeks
    - Per Diem (meals and incidentals) for 4 ½ days X 2 participants X 3 training weeks

- Car rental X 4-5 days X 3 training weeks
  - Visit [www.cadca.org/nca](http://www.cadca.org/nca) and click General Information Matrix to find specific costs for upcoming NCAs. If your proposed budget on your grant was inaccurate, contact Grant Management Specialist to update your budget to accommodate NCA.
3. What are the training hours?
    - Each training week is Monday to Thursday, 8:30 am to 4:30 pm.
  4. What is the dress code?
    - The dress code is casual/business casual similar to our conference. We would like our participants to dress in cloth they are comfortable in. Layers of cloth are recommended as it can sometimes be cold in hotel rooms. Also, ensure to pack according to the weather in the city you are traveling to.
  5. What are the topics thought at the NCA so that I can determine the appropriate person to attend for each of the training week?
    - Visit <https://www.cadca.org/nca/academytopics> to see the topics taught by week.
  6. When will I receive the hotel reservation links and group codes?
    - They will be provided in December. If you register after December, they will be provided 10 business days after your registration.
  7. I am registered and made my travel arrangements. Is there anything else I need to do before the training?
    - There will be an orientation call where we ask at least one person per coalition to attend. On the call we will introduce you to the trainers, CADCA staff, and share what to expect. NCA registrants will be notified when the orientation call is scheduled. In the meantime, you could prepare by doing the following:
      - i. Meet with your coalition to discuss the goals and expectations for the NCA;
      - ii. Schedule a time after each NCA training week to brief your coalition;
      - iii. Plan to bring the Project Narrative portion of their DFC Grant Application (Section A);
      - iv. If you have existing documents of (1) a community assessment, (2) a logic model, (3) a strategic & action plan, (4) an evaluation plan and (5) a sustainability plan, ensure to bring copies (electronic or hard copy).

## Requirements

1. Is the NCA open to year 6 DFC recipients?
  - Yes, it is. Year 6 DFC Recipients are encouraged to attend, especially if there is change in staff. However, priority registration is given to Year 1 DFC recipients.
2. Are Year 6 DFC recipients required to attend Coalition Academy?
  - Year 6 DFC recipients are not required but recommended to attend either as a refresher or to train new key staff.
3. Are Mentor DFC coalitions required to attend the NCA?

- Typically, mentor coalitions had already attended the NCA. DFC mentee coalitions are required to attend and complete the NCA during the 2 years of DFC Mentor funding. The second participant could be from the mentoring coalition.
4. I went through the Coalition Academy last year before we were DFC funded. We are a new grantee. Do I have to attend again?
    - New DFC Recipients could be exempt from attending, if the coalition have attended all three weeks and graduated from the NCA in the past. For exemption, please contact [NCA@cadca.org](mailto:NCA@cadca.org) with the coalition name, NCA site and year.
  5. If we have already attended academy last year, and just want a refresher on week one, do we need to attend all three weeks, with two people, or can we just do the one?
    - If the coalition had graduated from the NCA in the past, you are not required to send two people. A graduate coalition can have only one participant. However, that participant must attend all three weeks of the NCA.
  6. If one of our coalition members already attended the NCA before we received the grant, can that person attend again?
    - They are not required to; however, they are welcome if they choose to attend again.
    - Coalitions that completed and graduated from NCA are not required to attend the NCA again. Contact [NCA@cadca.org](mailto:NCA@cadca.org) and provide the location and year you completed the NCA. To be exempt, contact [NCA@cadca.org](mailto:NCA@cadca.org). Please provide the location and date of NCA completed.
    - Coalitions that graduate in the past are not required to send two participants
  7. I am not a coalition member, could I attend the NCA?
    - It is a requirement that individuals must be coalition members in order to attend NCA. Do not be discouraged as we have plenty of resources for you! We encourage you to take advantage of our [e-learning courses](#) and [Coalition Development Support](#) line available to you free to cost. You can also bring us to your community to do a training; contact [training@cadca.org](mailto:training@cadca.org).
  8. For the National Coalition Academy, do we need to go to the same location for all three weeks?
    - Once registered, coalitions must attend all three weeks of the same location selected. The weeks cannot be switched between other NCA locations.

## Post Training

9. What are the five products (documents) that coalitions must create in order to graduate?
  1. community assessment
  2. logic model
  3. strategic and action plan
  4. evaluation plan
  5. sustainability plan

Some coalition already have these products. That is great! We ask you to bring these documents with you to the NCA. The training will provide an opportunity to enhance these products.

10. Could a coalition graduate again?

- Yes. If coalition member/s attend all three weeks of the NCA and submit all required products, the coalition qualifies to graduate again.

11. Where can I get proof of attendance for NCA to apply for Certified Prevention Specialist (CPS)?

- Contact [training@cadca.org](mailto:training@cadca.org) with the NCA location and year attended. A CADCA staff will provide you with an official letter of participation with the contact hours.

## Website Technical Assistance

12. How do I login to the Workstation?

- We must your correct email address via [registration](#) in order to give you access.
- Instructions will be provided two weeks prior to the training.
- If you experience technical issues, contact [toolbox@ku.edu](mailto:toolbox@ku.edu) and CC [training@cadca.org](mailto:training@cadca.org).

13. I cannot login to DFC Me to upload my documents?

- CADCA does not oversee DFC Me. DFC National Evaluation team can be reached at [DFC\\_Evaluators@icfi.com](mailto:DFC_Evaluators@icfi.com) or 877-854-0731 for technical assistance.

14. I am experiencing technical issues when on eRA Commons.

- CADCA does not oversee eRA Commons. Please contact eRA Service Desk at:  
Web: <http://grants.nih.gov/support>  
Toll-free: 866-504-9552  
Phone: 301-402-7469  
Hours: Mon-Fri, 7AM-8PM EDT/EST

**For questions not answered here, contact [NCA@cadca.org](mailto:NCA@cadca.org).**