

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



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## BJA FY 22 Harold Rogers Prescription Drug Monitoring Program (PDMP) Training and Technical Assistance Program

<b>Assistance Listing Number #</b>	16.754
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<b>Grants.gov Deadline:</b>	June 17, 2022 8:59 PM
<b>Application JustGrants Deadline:</b>	June 24, 2022 8:59 PM

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### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding a training and technical assistance (TTA) provider for the Harold Rogers Prescription Drug Monitoring Program (PDMP). This program furthers the DOJ's mission by assisting state, local, tribal, and territorial (SLTT) efforts to break the cycle of substance use by reducing the demand for, use, and illegal trafficking of controlled substances.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Other

### Other

Applicants for this solicitation must have expertise in managing comprehensive TTA strategies to respond to the opioid epidemic and polysubstance use crisis, and demonstrated expertise in assisting SLTT entities that participate in PDMP. In addition, the applicant must demonstrate technical expertise in implementing action research partnerships between criminal justice researchers and practitioners.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

# Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Mandatory Project Component for Projects that Propose Data Collection, Aggregation, and Sharing	6
Interagency Coordination	6
Federal Award Information	7
Awards, Amounts and Durations	7
Continuation Funding Intent	7
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	7
Cost Sharing or Matching Requirement	8
Pre-agreement Costs (also known as Pre-award Costs)	8
Limitation on Use of Award Funds for Employee Compensation: Waiver	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	8
Costs Associated with Language Assistance (if applicable)	8
Unmanned Aircraft Systems	8
Eligibility Information	8
Application and Submission Information	8
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	9
Proposal Abstract	9
Proposal Narrative	9
Goals, Objectives, Deliverables, and Timeline	10
Budget and Associated Documentation	10
Budget Worksheet and Budget Narrative (Web-based Form)	10
Indirect Cost Rate Agreement (if applicable)	10
Financial Management Questionnaire (including applicant disclosure of high-risk status)	10
Disclosure of Process Related to Executive Compensation	10
Additional Application Components	10
Curriculum Vitae or Resumes	10
Tribal Authorizing Resolution	10
Timeline Form	10
Research and Evaluation Independence and Integrity Statement	11
Work Product Examples	11
Disclosures and Assurances	11
Disclosure of Lobbying Activities	11
DOJ Certified Standard Assurances	11
Applicant Disclosure of Duplication in Cost Items	11

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	11
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	11
How to Apply	11
Submission Dates and Time	11
Experiencing Unforeseen Technical Issues	12
Application Review Information	12
Review Criteria	12
Review Process	13
Federal Award Administration Information	13
Federal Award Notices	13
Administrative, National Policy, and Other Legal Requirements	13
Information Technology (IT) Security Clauses	13
General Information about Post-Federal Award Reporting Requirements	13
Federal Awarding Agency Contact(s)	14
Other Information	14
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	14
Provide Feedback to OJP	14
Application Checklist	14

## **Program Description**

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community.

This program supports efforts by prescription drug monitoring programs (PDMPs) and their stakeholders to expand the implementation, enhancement, and proactive use of PDMPs to support clinical decision making and prevent the misuse and diversion of controlled substances. The provider will deliver training and technical assistance (TTA) to state, local, tribal, and territorial (SLTT) prescription drug monitoring programs and work collaboratively with successful awardees selected under the Harold Rogers Prescription Drug Monitoring Program.

### **Statutory Authority**

The Harold Rogers Prescription Drug Monitoring Program was created by the fiscal year (FY) 2002 U.S. Department of Justice Appropriations Act. Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127).

### **Specific Information**

The selected TTA provider will assist Harold Rogers PDMP grantees and subgrantees in accomplishing the program's overall objectives and the objectives of their specific grant-funded projects. Additionally, the provider will be responsible for responding to requests for assistance from the field. Approaches to providing TTA will vary according to the specific needs of the grantee or requestor. Mechanisms for providing TTA may include: conference calls, onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, communities of practice, customized resource packets, facilitated sessions, trainings, and guided planning.

This provider will also work in conjunction with BJA to coordinate and hold regional and national meetings for PDMP, the Prescription Monitoring Information Exchange (PMIX), and RxCheck hub, as well as work with BJA's national partners.

Please note that this solicitation seeks applications that propose to deliver TTA nationwide rather than fund individual jurisdictions.

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goal**

The goal of the Harold Rogers PDMP TTA is to assist and support SLTT governments with their projects detecting and preventing the diversion and misuse of pharmaceutically controlled substances such as opioids and other prescription drugs.

#### **Objectives**

The objectives of this initiative are to:

- Assist PDMP communities to plan, implement, sustain, and enhance their programs through the exchange of information and the collection of data.
- Increase collaboration among law enforcement, prosecutors, public health officials, treatment providers, and/or drug courts through the state PDMPs.
- Ensure the quality and accuracy of PDMP data locally, regionally, and nationally to increase the use of prescribers and the utility to prescribers.
- Support RxCheck hub as a fully operational data sharing system to securely and efficiently share PDMP data between states or with a health information exchange/ electronic health record (HIE/EHR) system.

#### **Deliverables**

With guidance from BJA, the selected TTA provider will deliver on the following:

- Serve as the national resource for PDMP practitioners by providing access to PDMP information, including recent evidence-based findings, training and technical assistance, publications, webinars, and the PDMP Resource Center.
- Conduct an annual assessment of PDMP practices nationwide and publish the findings in a report for online dissemination.
- Review state legislation and produce an annual PDMP legislative update to be disseminated online. Facilitate, provide subject matter expertise, and select speakers for two regional in-person PDMP meetings annually. Travel costs for up to 14 attendees should be budgeted. NOTE: meetings can be done virtually if

- necessary.
- Facilitate and provide subject matter expertise for one in-person PMIX Working Group meeting annually for up to 20 PMIX Working Group members and two guests/speakers. Travel costs for up to 22 attendees should be budgeted. NOTE: meetings can be done virtually if necessary.
- Facilitate and provide subject matter expertise for two in-person RxCheck Hub Working Group meetings annually for up to 25 members and two guests/speakers. Travel costs for up to 27 attendees should be budgeted. NOTE: meetings can be done virtually if necessary.
- Facilitate monthly calls for both the RxCheck Hub Working Group and the PMIX Working Group and their subcommittees.
- Develop content for a minimum of six webinars including development of written materials and identification of speakers.
- A minimum of two brief articles (approximately one page long) every other month for the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) newsletter and three substantive articles (approximately four to six pages long) each year of the grant on topics identified in collaboration with BJA.
- Provide subject matter expertise to support an annual grantee orientation webinar for the Harold Rogers PDMP. This includes identifying speakers and facilitating sessions at the meeting.
- Site-specific profiles of each PDMP and multidisciplinary data-driven partnership at three milestones:
  - At project initiation: Describe the site-specific initiative, the project partners, and the project design.
  - 12 months after project implementation: Detail the preliminary project outcomes.
  - 18 to 24 months after project implementation: Report on the implementation results, including performance data.
- Facilitate monthly community-of-practice calls to support cross-site coordination and peer-to-peer learning.
- Assist grantees in collecting and reporting on program performance measures.
- Review quarterly BJA progress reports to identify common needs and inform the TTA strategy.
- Participate in BJA's GrantStat, as requested, by which BJA examines the performance of its grant programs according to several key indicators.
- Present at national events and budget for participation by Harold Rogers PDMP grantees as agreed upon with BJA.
- Coordinate extensively with BJA's other COSSAP TTA providers. Participate in bi-weekly and monthly calls with BJA staff and the other COSSAP TTA providers.
- Participate in one in-person meeting annually with BJA and other COSSAP TTA providers in Washington, DC. NOTE: meeting may be done virtually if necessary.
- Support national and federal partners on related projects and cooperate with any external evaluators selected or approved by BJA to assess PDMP data.
- Budget funds for each year of the grant to support PDMP's RxCheck hub to generate information sharing and PDMP integration with HIE/EHR systems. The final budget amount will be authorized by BJA.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **Mandatory Project Component for Projects that Propose Data Collection, Aggregation, and Sharing**

Any organization using OJP grant funds, in whole or in part, to collect, aggregate, and/or share data must guarantee that the agency that owns the data and its approved designee(s) will retain unrestricted access to the data, in accordance with all applicable laws, regulations, and BJA policy. This includes providing data (a) in an expeditious manner upon request by BJA; (b) in a clearly defined format that is open, user-friendly, and unfettered by unreasonable proprietary restrictions; and (c) at a minimal additional cost to the requestor (which cost may be borne by using grant funds).

#### **Interagency Coordination**

OJP administers the Harold Rogers PDMP in partnership and collaboration with the Centers for Disease Control and Prevention and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment

and is cognizant of the importance of PDMPs to the Drug Enforcement Administration Office of Diversion Control and the Office of National Drug Control Policy. OJP will communicate with these and other agencies, as needed, to inform the grant-making process, prevent duplication across federal funding sources, and support the Administration's goals with respect to substance use and diversion.

## **Federal Award Information**

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

1

#### **Anticipated Maximum Dollar Amount of Awards**

\$5,000,000.00

#### **Period of Performance Start Date**

10/1/22 12:00 AM

#### **Period of Performance Duration (Months)**

24

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$5,000,000.00

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Types of Awards**

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions ("Technological Enhancements") are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F. of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)



## **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

## **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be single-spaced, using a standard 12-point Times New Roman font, with 1-inch margins.

## **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

### **Description of the Issue**

Describe and demonstrate extensive knowledge and understanding of the nature of and need for PDMPs at the state and national levels.

### **Project Design and Implementation**

Describe how the project will address the description listed under the "Specific Information" section. The project must demonstrate relevance, innovativeness, and timeliness to not only the topics and needs of the field regarding PDMP but must also demonstrate innovative delivery mechanisms and products.

Clearly provide the design and proposed implementation that will result in the required deliverables. The applicant must tie project activities/deliverables to goals and objectives in the program design.

In addition, the required project timeline should clearly identify each project activity (all required deliverables must be included), expected completion date, and responsible person or organization. Applicants may choose to include other items/deliverables in addition to the ones listed in this announcement and should provide detailed information on those items as well.

### **Capabilities and Competencies**

Fully describe the applicant's experience in providing TTA nationwide and substantial knowledge of and experience in the PDMP field.

The applicant must also describe its capabilities to implement the project and the competencies of the staff assigned to the project. Résumés for key personnel (to include subject matter experts) and a project timeline must be included in the application package. Subject matter expertise must be clearly demonstrated and will be closely reviewed.

The applicant must also provide evidence of extensive experience in successfully providing TTA in the area of PDMP. Provide information that illustrates its ability to manage complex national-in-scope activities effectively.

### **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

Although applicants are not required to submit performance measures data with their applications, they should discuss their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” for additional information. Applicants should explain how the program’s effectiveness will be demonstrated.

OJP will require each successful applicant to submit regular performance data that show the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the PDMP goals, objectives, and deliverables in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Attach staff résumés and/or position descriptions and qualifications relative to their job roles. Identify which staff are considered key project staff.

### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Timeline Form**

Attach a Project Timeline (with an estimated start date of October 1, 2022) detailing each project objective, activity, expected completion date, and responsible person or organization.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **Work Product Examples**

Attach examples of relevant products the organization has produced that demonstrate understanding of this program's deliverables, exemplify high quality product, and show the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, infographics, etc.). The applicant will submit the examples by uploading them as an attachment in JustGrants.

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 17, 2022 8:59 PM.

The **full application** must be submitted in JustGrants by June 24, 2022 8:59 PM.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

### Application Review Information

#### Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's

understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### **Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

#### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Application Checklist**

#### Harold Rogers PDMP Training and Technical Assistance Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### **What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

#### **Overview of Post-Award Legal Requirements:**

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$5,000,000.

**Review Eligibility Requirement:**

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Public and State controlled institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

**Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation(see [OJP Grant Application Resource Guide](#))

**Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity(see [OJP Grant Application Resource Guide](#))

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Résumés and Position Descriptions
- Work Product Examples

**Disclosures and Assurances:**

- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.