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

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding under the Harold Rogers Prescription Drug Monitoring Program (PDMP). This program furthers the Department's mission by providing resources to plan, implement, and enhance prescription drug monitoring programs to prevent and reduce misuse and abuse of prescription drugs and aid in investigations of pharmaceutical crime.

Harold Rogers Prescription Drug Monitoring Program FY 2016 Competitive Grant Announcement
Applications Due: April 26, 2016

Eligibility

PDMP Implementation and Enhancement Grants (Category 1): Applicants are limited to state governments that have a pending or enacted enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency.

Data-Driven Responses to Prescription Drug Abuse (Category 2): Applicants are limited to state agencies and units of local government located in states with existing and operational prescription drug monitoring programs, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire Harold Rogers Prescription Drug Monitoring Program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 26, 2016.

All applicants are encouraged to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see How to Apply in Section D: Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9201

Release date: March 10, 2016

Contents

Harold Rogers Prescription Drug Monitoring Program
(CFDA #16.754)

A. Program Description

Overview

The primary purpose of the Harold Rogers Prescription Drug Monitoring Program (PDMP) is to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a centralized database administered by an authorized state agency. The program was created by the Fiscal Year (FY) 2002 U.S. Department of Justice Appropriations Act (Public Law 107-77) and this solicitation is being funded under the Department of Justice Appropriations Act, 2016, Pub. L. No. 114-113, 129 Stat 2242, 2308.

Program-Specific Information

PDMPs help detect and prevent the diversion and abuse of pharmaceutical controlled substances. Forty-nine states and one U.S. territory (Guam) now have operational PDMPs.

Under the BJA grant program, 19 site-based awards were made in FY 2015 to implement a statewide PDMP program and data-driven strategies to address prescription drug abuse, misuse and diversion within local communities. Since inception of the grant program in FY 2002, grants have been awarded to 49 states and 1 U.S. territory to support their efforts to plan, implement, or enhance a PDMP.

Performance measures and other results for current grantees can be found at: www.bja.gov/ProgramDetails.aspx?Program_ID=72.

The Harold Rogers Prescription Drug Monitoring Program allows for state discretion to plan, implement, or enhance a PDMP to accommodate local decision-making based on state laws and preferences, while encouraging the replication of promising practices. In recent years, the program expanded to include new funding categories to enable states and localities to support multidisciplinary projects, research-driven evaluations, and tribal participation in drug monitoring activities. This year's solicitation maintains these objectives using a simplified structure that reduces the number of funding categories to improve the application process and provide BJA greater flexibility to choose the highest-value and most innovative proposals for award. In addition to supporting these individual sites, BJA seeks to leverage each award by contributing to the growing body of knowledge of best practice tools and techniques, and spur innovation and replication of evidence-based practices across all state and local drug abuse programs.

Certain awards made under Category 2 of this solicitation fall under the BJA "Smart Suite" initiative. BJA's Smart Suite of programs invest in the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and economical. This data-driven approach enables jurisdictions to understand the full nature and extent of the challenges they are facing and to target resources to the highest priorities. This represents a strategic approach to bring more "science" into DOJ-funded programs by leveraging innovative applications of analysis, technology, and evidence-based practices with the goal of improving performance and effectiveness while containing costs.

For projects that involve research elements, this funding will serve to build local capacity to

develop research-based strategies and focus on program fidelity to increase chances of success. This requires practitioner agencies to partner with researchers using an "action research" approach to enhance collection and review of data, which in turn can serve as a strong foundation for outcome evaluations of program interventions. In "action research," researchers work closely with practitioners to most effectively address specific challenges (e.g., increased drug overdose rates, or PDMP utilization). In addition, research partners work with the agency and/or consortium of partners to assess problems, identify underlying causes of these problems, identify effective strategies to address these problems (e.g., "theory of change"), implement data-driven strategies/programs to address these problems, conduct program assessments (e.g., process and/or outcome evaluations), and provide "real-time" feedback to enhance decision-making. Successful partnerships between practitioners and researchers require investments of planning, time, communication, complementary skills, and adequate resources.

Goals, Objectives, and Deliverables
This program is designed to accommodate a range of activities based on local needs and priorities. Depending on the applicant type and the category of funding being sought, grant funds obtained may be used to:

- Create, implement, or enhance a state-level PDMP to expand the capacity of regulatory, law enforcement agencies, and health officials to assess, plan, and execute effective responses to preventing drug abuse, misuse, and diversion.
- Promote the use of data from the PDMP and other sources to measure drug abuse trends, identify and address sources of diversion, and better inform decision-making by prescribers and dispensers.
- Facilitate and participate in national evaluation efforts to assess the efficiency and effectiveness of potential best practices.
- Plan and implement the exchange of controlled substance prescription dispensing information with other PDMP programs (interstate data sharing) and non-PDMP sources (such as electronic medical records systems) as permitted by law and local regulation. PDMP data sharing activities must utilize the [PMP Information Exchange (PMIX) Architecture](#).
- Contribute to state, local, or regional opioid abuse prevention plans and determine methodologies to encourage replication of strategies that are proven to be effective.
- Enable collaborations between law enforcement, prosecutors, public health, treatment professionals, the medical community, pharmacies, and regulatory boards to promote comprehensive strategies and partnerships that fully leverage the PDMP.
- Enable federally recognized tribal governments to establish the policy, legal, and technological infrastructure to share PDMP data from health care facilities with the appropriate state PDMP.
- Support state, local, or regional collaborative efforts to collect and analyze various sources of data to determine best practices for sharing data, establishing effective policy and regulatory schemes, supporting investigations, treatment intervention, and prevention efforts for at-risk individuals and communities. Data should be used to identify areas at greatest risk for opioid abuse and overdose deaths and create data-driven responses at the local or state level to include education, outreach, treatment, and enforcement.

For information on model PDMP legislation, visit the [National Alliance for Model State Drug Laws](#) website.

Any organization using OJP grant funds, in whole or in part, to collect, aggregate, and/or share data on behalf of a government agency 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: a) in an expeditious manner upon request by the agency; 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).

BJA administers this program in coordination with the U.S. Drug Enforcement Administration's Office of Diversion Control, the Office of National Drug Control Policy, the U.S. Centers for Disease Control and Prevention, the U.S. Food and Drug Administration, and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment. BJA 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 drug abuse, misuse, and diversion.

Priority Considerations: Based on promising practices identified by existing programs and analysis performed by the PDMP Center of Excellence, BJA will give priority consideration to applicants that include activities that address one or more of the following (as applicable by funding category, and in no particular order):

- Development of new, innovative, and novel strategies that can be conceptualized, implemented, tested, and evaluated within the grant period to address specific local, state, or regional challenges, with the intention of contributing to the growing catalog of best practices for prescription drug monitoring programs nationwide. Strategies should be data-driven; for example, using PDMP and related data sets to identify high-risk populations or track prescribing patterns in order to target responses to reduce drug abuse and overdose.

- The provision of unsolicited prescription history reports to prescribers, dispensers, law enforcement investigators, regulatory agencies, and/or licensing boards, and evaluating the impact of this information on prescribing and dispensing decisions.

- Implementation of information exchange between state PDMPs (or between PDMPs and other data sharing partners) in compliance with the PMIX Architecture.

- The ability to share statistical and/or de-identified data to track trends in drug use and abuse, demographic analysis, geographical analysis, or any other analytical process that can demonstrably improve the understanding of local and regional issues and develop targeted, effective response strategies.

- Modernization of technology systems and interfaces that may include implementation of the latest standards for the American Society for Automation in Pharmacy (ASAP), PMIX, electronic prescribing, or health system integration.

- Efforts that will demonstrably enhance the timeliness and accuracy of data collected (improved data quality), resulting in more reliable and effective PDMP operation.

- An examination of the effectiveness of prescriber- and pharmacist-mandated enrollment and/or utilization of PDMPs, taking into account logistics, benefits, drawbacks, and overall evaluation data that will assist other locales considering similar actions.

- An evaluation of the impact of PDMP data and reports on prescriber behavior, with a focus on opportunities for screening assessments, and, where appropriate, linkages to treatment. Proposals that utilize and evaluate the effectiveness of models to support screening assessment, intervention techniques, and linkages to treatment are encouraged.

- Evaluating the impact of making PDMP data available to drug courts, probation officers, pretrial officers, medical examiners, drug treatment programs, and/or criminal diversion programs.

Note: If applicable, applicants MUST state in their applications which of the above factors are currently in place or will be addressed upon award, so that priority considerations can be determined.

Information Sharing Requirements: In furtherance of states' goals to improve the monitoring of controlled substance prescriptions, BJA supported the development of consensus-based national standards to enable interstate sharing of PDMP data. This work resulted in the creation of the National PMIX Architecture, which provides a framework within which states share data seamlessly and securely across state borders regardless of their chosen technical solution.

Guidance materials and technical assistance are available to all state PDMPs who have the authority to exchange data beyond their state border. Funds should be used to implement information sharing with other state PDMPs within the grant period using technical solutions that are compliant with the National PMIX Architecture. Applicants for funding are free to choose any technical solution they see fit, provided that it complies with the architecture for interstate data-sharing purposes. Documentation regarding compliance to this requirement should be included as part of the application.

If an applicant proposes costs for PDMP data sharing implementation or enhancement, the applicant program narrative must contain an affirmative statement that the solution complies with PMIX along with a justification for that statement. For instance, if an interstate data sharing hub has been certified as PMIX compliant, convey this information. If not, explain the state or solution provider's plan to come into compliance prior to BJA's anticipated award date of October 1, 2016. Absent such a statement, BJA reserves to right to withhold funding for such purposes until compliance can be verified.

For more information on the National PMIX Architecture, visit the PDMP Training and Technical Assistance Center's website at http://www.pdmpassist.org/content/prescription-drug-monitoring-information-architecture-pmix.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policy making and program development. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.

- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Collaborative partnerships between researchers and practitioners have great potential to improve practice and policy. The National Institute of Justice recently published findings of the Research-Practitioner Partnerships Study, which documents, synthesizes, and shares what makes partnerships between researchers and practitioners successful: "Recommendations for Collaborating Successfully With Academic Researchers, Findings from the Researcher-Practitioner Partnerships Study (RPPS)."

For information related to implementation science, applicants may wish to refer to the National Implementation Research Network website.

In addition, applicants can obtain more information on PDMP evidence-based strategies at http://www.pdmpexcellence.org/content/pdmp-best-practices.

B. Federal Award Information

Amount and Length of Awards
There are two funding categories within this solicitation. BJA does not estimate the number of awards planned for this solicitation due to anticipated variance in requested amounts. All project periods should begin on or after October 1, 2016.

A state agency should submit at most one application under Category 1. If multiple applications are received under Category 1, only the most recent submission will be considered. State and local government agencies may submit multiple applications under Category 2 provided that each application serves a unique purpose and does not overlap in scope with another. The applicant should clearly state in the application which category of funding is being sought, which will determine the competitive pool for evaluation.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

CATEGORY 1: PDMP IMPLEMENTATION AND ENHANCEMENT GRANTS. Up to: $400,000. Project period: 24 months. Competition ID: BJA-2016-9370.

States that have in place legislation or regulations that require the submission of dispensing data to a centralized database and authorize and/or designate a state agency to provide program oversight and implementation, or are seeking to improve an existing PDMP, may apply for a Category 1 grant. States with legislative authority to establish a pilot program in one or more jurisdictions of that state also may apply for a Category 1 grant. Funds may be used to establish and build a data collection and analysis system; develop an infrastructure to support programmatic activities; facilitate the exchange of information and collected prescription data and other scheduled chemical products among states; facilitate the establishment of collaborations; develop a training program for system users; produce and disseminate educational materials; and assess the efficiency and effectiveness of the program. Funds may also be used to enhance the functioning of a data collection and analysis system; enhance an existing educational or training program; support collaborations with law enforcement and prosecutors or public health officials; support collaborations with treatment providers and drug courts; facilitate electronic information sharing among states in compliance with the National PMIX Architecture; expand monitoring to Schedules II, III, IV, and V; develop or enhance the capacity to provide unsolicited reports of controlled substance prescribing to authorized individuals or entities; and assess the efficiency and effectiveness of the program.

Applicants under Category 1 may request a project period of 24 months, and an award amount no greater than $400,000.

Category 1: Type of Award[1]

BJA expects that it will make any award from the Harold Rogers Prescription Drug Monitoring Program solicitation for Category 1 in the form of a grant.

CATEGORY 2: DATA-DRIVEN RESPONSES TO PRESCRIPTION DRUG ABUSE. Up to: $600,000. Project period: 12–36 months. Competition ID: BJA-2016-9371.

PDMPs are charged with supporting the needs of a diverse group of stakeholders. To meet those needs, many have developed different methods of collecting information, ensuring data quality and integrity, producing data reports and analysis, and creating and enforcing access rules that define to whom and under what circumstances certain data can be made available, as well as developing differences in a wide array of other procedures, rules, regulations, capabilities, and practices. In addition, there are numerous efforts at the local, state, regional, and tribal levels to address the growing prescription drug and opioid abuse epidemic in different ways, leveraging information from the PDMP and other data sources to analyze problems and potential solutions. This diversity creates an opportunity to bring together stakeholders with different perspectives and different sets of information to create a holistic view of the environment, examine the impact of various policies and procedures on patient and community-level outcomes, and implement proven practices on a larger scale.

The goal of this funding category is to strengthen PDMP efforts to develop and test innovative strategies and to implement evidence-based approaches that demonstrate the impact of expanded use of PDMP data to support decision-making. Funds may be used to form

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[1] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

multidisciplinary action groups consisting of local, state, and federal criminal justice professionals in addition to state and local health authorities as well as treatment providers. Action group members may include (but are not limited to): district attorney's office, state or local health department, state medical and pharmacy boards, police and sheriff departments, probation and parole, local drug treatment providers, and community organizations. The action groups will collect data from various sources such as medical examiners, emergency rooms, crime data, and other relevant sources that can help to corroborate PDMP data as well as provide additional information to help pinpoint specific locations within the jurisdiction that are at-risk for prescription drug abuse and drug overdose deaths.

Action groups should incorporate, to the extent possible, research and/or data analytics partners to assist with a) data collection and analysis, b) problem assessment, c) strategy development, or d) monitoring and evaluation performance. Partners may include other government agencies, national stakeholder organizations, independent consultants, academic institutions, state Statistical Analysis Centers, or other research organizations. Such partners should have demonstrated expertise conducting the type of work proposed, and assist with producing a final written report that documents the results of the project.

Evaluation efforts should focus on demonstrating the impact of policy or practice changes on PDMP utilization, and/or patient or community-level outcomes. In addition to documenting the outcomes produced by the policy or practice changes, applicants should propose to document implementation issues, including the resources, partners and collaboration environment needed to implement successfully and maximize the impact.

Grant activities should focus on data sharing arrangements, data collection, and analysis. Applicants should describe the type of strategies to be developed and the areas (e.g., prevention, treatment, regulatory activity, enforcement) in which the action group plans to have an impact on prescription drug abuse rates in a defined jurisdiction(s). It is anticipated that grantees will determine best practices for sharing data, establishing effective policy and regulatory schemes, and supporting investigations, as well as best practices for treatment intervention and prevention efforts for at-risk individuals and communities. Data should be used to identify areas at greatest risk for prescription drug abuse and overdose deaths and create data-driven responses at the local or state level to include education, outreach, treatment, and enforcement. Applicants to this funding category must describe how they will collaborate with the PDMP to partner on grant activities, obtain relevant data sets, perform data analysis and assessment, and communicate with stakeholders. If the PDMP is named as a partner organization but is not the applicant, then a letter of support from the PDMP must accompany the application.

The successful candidate(s) will have submitted the item(s) as described in Section 8(f) "Research and Evaluation Independence and Integrity." If there are any questions or if clarification is needed, the applicant should seek assistance through the National Criminal Justice Reference Service (NCJRS) Response Center contact information on page 2.

Category 2 grantees will receive assistance from BJA's training and technical assistance (TTA) provider, as appropriate, to support their planning and implementation efforts and validate any research or data analysis plans including needs assessment, development of logic models, data collection plans, and evaluation plans. Since this work requires the TTA provider to remain neutral and objective, an applicant may not partner with the BJA TTA provider within their grant application. Multi-agency partnerships are encouraged, especially where evaluation data may span multiple jurisdictions. Applicants should fully consider the partnerships required, the

logistics of establishing data sharing or data use agreements, and budget for each partner's project costs appropriately.

Applicants under Category 2 may request a project period between 12 and 36 months. The maximum award amount is determined by multiplying the number of years by $200,000. For example, an applicant may request an award of $400,000 for a project period of 24 months (2 years times $200,000). An applicant may not request $400,000 for a project period of 18 months (1.5 years times $200,000 would have a maximum award amount of $300,000).

Category 2: Type of Award[2]
BJA expects that it will make any award from the Harold Rogers Prescription Drug Monitoring Program solicitation for Category 2 in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity[3]) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

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[2] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).
[3] For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

(c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Award Special Condition (Category 2 Grantees): The following information applies solely to Category 2 grantees involving a research component. At the time of award each grant will have in place a special condition withholding all but $100,000 of the total award amount, which will allow grantees to establish an action plan within 180 days of receiving final approval of the project's budget from the Office of the Chief Financial Officer (OCFO). The recipient will not be authorized to obligate, expend, or draw down funds in excess of $100,000 until BJA has reviewed and approved the action plan and a Grant Adjustment Notice (GAN) has been issued and approved to remove the special condition. The action plan must:

- Describe the policy, practice, or activity to be examined, the problem, and the data that led to its identification.
- Provide a logic model that identifies the solution(s) to be tested and project result(s).
- If applicable, describe the evaluation to be conducted including an overview of the methods to be used and the research questions to be answered.
- Describe the use of data in the project design, including delineating data elements/data sets to be utilized, data sharing partners, and any restrictions or challenges with the practical use of the data.
- Provide any executed contracts, agreements, or other memoranda of understanding or agreement that delineate the roles and responsibilities of each partner. This document should establish the authority of the research or data sharing partners to access agency data, interview personnel, and monitor operations that are relevant to the evaluation of the initiative, as applicable.
- Demonstrate executive support and commitment of agency resources to the project.
- Include letters of commitment from external agencies or organizations that are expected to participate in the project.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals
Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[4] The 2016 salary table for SES employees is available at the Office of Personnel Management website. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the Budget Narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and

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[4] OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see Section B. Federal Award Information.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, BJA will review <u>only</u> the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

What an Application Should Include
Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

   Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. **Project Abstract**
   Applications should include a high-quality Project Abstract that summarizes the proposed project in 400 words or fewer. Project Abstracts should be—

   - Written for a general public audience.
   - Submitted as a separate attachment with "Project Abstract" as part of its file name.
   - Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.
   - Clearly labeled, including the following information:
     - Legal name of the grant recipient, the title of the project, and the funding category being sought.
     - Project's purposes, goals, and deliverables.
     - Program design elements, including any priority considerations being addressed.

   As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

   All Project Abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

   Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

   In the Project Abstract template, applicants are asked to indicate whether they give OJP permission to share their Project Abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

   Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the Project Abstract template.

3. **Program Narrative**
   The Program Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc. If the Program Narrative fails to comply with

these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The Program Narrative must respond to the solicitation and include sections a–e below, in order, as part of the Program Narrative. See "Selection Criteria" on page 26 for more information about what each section should include.

a. Statement of the Problem.

b. Project Design and Implementation.

c. Capabilities and Competencies.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of this program's performance measures at: www.bjaperformancetools.org/help/PDMPPerformanceMeasures.pdf.

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

e. Impact/Outcomes, Evaluation, and Sustainment.

Note on Project Evaluations
Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Funding Resource Center web page

(http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirem
ents.htm). Applicants whose proposals may involve a research or statistical component also
should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. **Budget Detail Worksheet and Budget Narrative**

   a. **Budget Detail Worksheet**
      A sample Budget Detail Worksheet can be found at
      http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that
      submit their budget in a different format should include the budget categories listed in
      the sample Budget Detail Worksheet. The Budget Detail Worksheet should be broken
      down by year.

      Applicants must show all computations. The Budget Detail Worksheet should provide
      itemized breakdowns of all costs. If the computations do not show a sufficient amount of
      detail or are incorrect, the budgets will be returned for corrections.

      The budget summary page must reflect the amounts in the budget categories as
      included in the Budget Detail Worksheet. These amounts should mirror the amounts in
      the Budget Narrative.

      BJA anticipates several meetings will occur during the grant period for which applicants
      must budget their travel. All applicants should budget for at least two staff to attend an
      annual 3-day national meeting in Washington, D.C. normally held during the fall season.
      Category 1 applicants should additionally budget for at least two staff to attend one
      regional meeting that will occur every other year at locations to be determined later.
      Category 2 applicants should additionally budget for at least two staff to attend an
      annual coordination meeting, likely to be held in Washington, D.C. Applicants should
      note that projects which span multiple years may need to budget for multiple meetings to
      accommodate their participation throughout the life of the grant.

      The purpose of this travel may vary according to funding category and specific project
      goals; however, BJA wants to ensure that all grantees have the opportunity to present
      their work and collaborate with their peers and other national and federal stakeholder
      groups. BJA and the PDMP Training and Technical Assistance Program will be in
      contact with grantees post-award to plan the logistics of attending the regional and
      national meetings.

      Applicants may budget additional travel funding for regional trips if it is required as part
      of the proposed project; for instance, to conduct educational campaigns or training
      programs or to facilitate meetings between multidisciplinary action teams.

      For questions pertaining to budget and examples of allowable and unallowable costs,
      see the Financial Guide at http://ojp.gov/financialguide/DOJ/index.htm.

      See "Selection Criteria" on page 29 for more detail on what a budget for the Harold
      Rogers Prescription Drug Monitoring Program should include.

   b. **Budget Narrative**
      The Budget Narrative should thoroughly and clearly describe <u>every</u> category of expense
      listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete,

cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold
If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. Pre-Agreement Cost Approvals
For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)
Indirect costs are allowed only under the following circumstances:
   (a) The applicant has a current, federally approved indirect cost rate; or
   (b) The applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

In order to use the "de minimis" indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the "de minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.[5]

6. **Tribal Authorizing Resolution**

   Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. **Applicant Disclosure of High Risk Status**

   Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

   - The federal agency that currently designated the applicant as high risk
   - Date the applicant was designated high risk
   - The high risk point of contact name, phone number, and email address, from that federal agency
   - Reasons for the high risk status

   OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. **Additional Attachments**

   OJP strongly recommends that applicants use **appropriately descriptive filenames** (e.g., "Abstract," "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Disclosure of Pending Applications," and "Résumés") **for all attachments.** Also, OJP recommends that applicants include résumés in a single file. For better identification of application attachments during review, place the application number at the top of each application document.

   a. **Letters of Support and/or Memoranda of Understanding/Agreement**

      Applicants under Category 2 (and Category 1 if applicable) should attach Letters of Support and/or Memoranda of Understanding/Agreement between the partner agencies and offices to show commitment for participation in the proposed action group. If the PDMP is not the applicant, but is named as a project partner (especially in cases where data-use agreements will be required), then a letter of support from the PDMP must be included.

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[5] See 2 C.F.R. § 200.414(f).

b. Logic Model
Attach a Logic Model that links key project activities with program goals and performance measures.

c. Project Timeline
Attach a Project Timeline (with an estimated start date of October 1, 2016) with each project goal, related objective, activity, expected completion date, and responsible person or organization.

d. Position Descriptions
Include Position Descriptions for key positions and Résumés for personnel in those positions, including Research Partner position(s).

e. Applicant Disclosure of Pending Applications
Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications."

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.").

f. **Research and Evaluation Independence and Integrity**
If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

9. **Financial Management and System of Internal Controls Questionnaire**
In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205*,* federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. **Disclosure of Lobbying Activities**
All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply
Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to

register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606**-**545**-**5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at https://apply07.grants.gov/apply/IndCPRegister to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to http://www.grants.gov/web/grants/applicants/individual-registration.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.754, titled "Harold Rogers Prescription Drug Monitoring Program," and the funding opportunity number is BJA-2016-9201.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 26, 2016.

8. Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under How to Apply.

Experiencing Unforeseen Grants.gov Technical Issues
Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA *does not* automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at http://ojp.gov/funding/index.htm.

E. Application Review Information

Selection Criteria

1. **Statement of the Problem (15 percent)**
   Describe the impact that the abuse and diversion of controlled substances is having on your state. Provide data to support your discussion.

   For Category 1 applicants working to initiate or complete implementation of a new PDMP program, discuss the efforts that have been taken to implement the system, in which department/agency the program will be housed including how many personnel are required to staff operations of the PDMP, how many prescribers and dispensers there are in the state, and any problems they anticipate in implementing a program/pilot full scale. If funds will be used to fund additional PDMP personnel, provide the percentage increase of total staff in addition to detailing what additional staff roles will be and how additional positions will contribute to meeting the overall goals of the project.

   For Category 1 applicants seeking to enhance an operational program, discuss the current registration and utilization of the system by prescribers, dispensers, and law enforcement; how many dispensers report to the system; current training and registration efforts taken to date; results of any completed program analysis or evaluation; and the weaknesses of the current system. For applicants proposing to implement information sharing with other state PDMPs using the PMIX specifications, discuss the need for interstate data sharing, describe the current barriers in place to implement interstate data sharing, and discuss the efforts that have been taken to implement interstate data sharing.

   State the total number of prescribers in the past year that have prescribed a controlled substance, including the percentage of those prescribers who are registered with the state PDMP. State the percentage of prescribers who have prescribed a controlled substance in the past month who have checked the PDMP database.

   For Category 2 applicants, identify the major impact areas where detailed evaluation or study is needed, including data or policy analysis that supports the problem statement. Clearly identify the communities, state or regions that will be included in the evaluation. Discuss the prescription drug abuse problem that you plan to address in the identified community or state based on current data. If applicable, state the projected number of participants to be serviced through the project and target population characteristics.

   For both categories, provide any relevant data on prescription drug abuse rates in the applicant state, PDMP utilization data (if available), along with any other data that sheds light on the identified problem and how they may inform project objectives and performance targets.

2. **Project Design and Implementation (40 percent)**

   Strategy Overview (10 percent):
   A clear connection should be shown between the proposed strategy and the problem. For all categories, summarize the current strategy to reduce the abuse and diversion of pharmaceutical controlled substances, and how the proposal supports or expands upon it. Describe current law enforcement activities, public health initiatives, and/or government and industry partnerships addressing this problem and describe how the state's PDMP fits into this strategy. Where relevant, identify the statutory authority and/or restrictions for the prescription drug monitoring database, the state agency that has been designated to carry out the legislative mandates, and how the applicant agency is positioned to implement the activities proposed.

   For Category 1 applications that are proposing to implement information sharing with other state PDMPs using the PMIX Architecture, identify the authority (either through statute or regulation) that allows information sharing with other states and describe the agency's capacity and readiness to implement the activities required for information sharing.

   For Category 2 applications, identify the key stakeholders, including research partners, that will be engaged in the effort. Articulate how an in-depth evaluation of the subject will provide meaningful insights into solving local, state, or regional challenges, while contributing to the national body of knowledge with respect to PDMP best practices. The applicant should also make note of how this work is unique, novel, and builds on previous research and analysis (if applicable) to avoid duplication of effort. Describe the proposed partnership and the various members of the action group and what efforts have been taken to include local, state, and federal partners. Discuss what the individual roles will be of each of the team members and who will be responsible for which particular duties and responsibilities. Discuss what data sources will be collected and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed. Discuss who will provide analysis of the data, once collected, and how the analyses will be applied to inform the development of data-driven local strategies. Describe the type of strategies to be developed and the areas (e.g., prevention, treatment, regulatory activity, enforcement) the action group plans to have an impact on prescription drug abuse rates in the defined jurisdiction(s). Describe how best practices will be identified and shared for data sharing, regulatory schemes, deconfliction strategies, intelligence gathering, targeted regulatory and enforcement activity, and prioritization of treatment and prevention efforts for at-risk individuals and communities. Explain how data will be used to identify areas at greatest risk for prescription drug diversion, abuse, and overdose deaths and create data-driven responses at the local level to include education, outreach, treatment, and enforcement.

   Program Implementation (20 percent):
   Describe what the applicant proposes to do to address the problem and how it will be carried out. If applicable, describe how the applicant will address the priority considerations listed on pages 6–7. Attach a logic model and a project timeline. Explain how each task will support and/or enhance the development of the PDMP and/or the local, state, or tribal government's capacity to respond to prescription drug abuse in the identified community. Explain the targets for each goal. For instance, if as part of an enhancement activity, the applicant proposes to increase the number of prescribers, or subset of prescribers using the PDMP, state the current usage rate and the target usage rate.

For Category 2 applicants, the application should describe any reports or publications (including a mandatory final report to be submitted to BJA before the grant end date), and include a plan for dissemination at national meetings and virtual forums so that others can benefit from the results.

For applications that are proposing to implement information sharing with other state PDMPs in compliance with the National PMIX Architecture, applicants must clearly demonstrate the program implementation plan to share data with other states, including the identification of the specific technical solution they plan to employ, by the end of the grant period.

Collaboration (10 percent):
Identify who the applicant plans to collaborate with (e.g., state, regulatory, and law enforcement officials; public health officials; substance abuse treatment agencies; researchers; etc.), their responsibilities, and how they will support the project and provide outreach to the community. Describe the strategy to collaborate with other public and private agencies and organizations as appropriate. Include any previous collaboration that occurred that will help to achieve these goals. Explain existing partnership agreements, and specify what steps must be taken to formalize new ones.

3. **Capabilities and Competencies (15 percent)**
Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program activities. Demonstrate the capability to implement the project successfully both from an individual and an organizational standpoint. Attach position descriptions for key personnel.

Demonstrate the capability of the implementing agency and collaborative partnerships to implement the project effectively, including gathering and analyzing data, engaging and collaborating with partners, developing and implementing a plan and troubleshooting implementation problems, and working with research partners to evaluate a project. Describe and provide evidence of the types and quality of data sources available to the agency to conduct appropriate analysis.

For applications involving a research component, describe the qualifications of the research partner and the prior experience of the researcher with "action research," including prior work with drug monitoring and substance abuse agencies and other partners. Candidates should be experienced in several different data collection and analytic methods. It is preferable that they have several years of evaluation research experience. Specifically, the application should include the proposed research partner's experience completing the following activities as a member of a task force or implementation team:

- Developing a "theory of change."
- Developing logic models.
- Collecting and analyzing data sets relevant to the field.
- Using data to identify prescription drug-related challenges.
- Ability to work through barriers to research-driven problem solving.
- Identifying and proposing proven strategies/interventions to address problems.
- Documenting program operations and processes.
- Measuring program outcomes.
- Using data to determine program effectiveness.
- Assessing implementation fidelity.
- Regularly presenting findings and conclusions both orally and in written form to a task force/implementation team.

- Making recommendations for program improvement.
- Developing "real-time" products and resources for strategic decision-making.
- Working with the team to develop a sustainability plan.
- Communicating with a wide variety of public sector, private, and community individuals who may be called upon to present or support their evaluation findings, conclusions, and recommendations.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**

   For Category 2 applicants, identify a plan for responding to BJA performance measures and who will be responsible for data collection and reporting. If applicable, Category 2 applicants should also provide an overview of the research questions to be answered in the proposed project.

   For both categories, explain how the state or local jurisdiction will know if the program works in order to assess the impact of its efforts. Describe the data the applicant has access to and/or will collect to show a reduction in diversion, abuse, and inappropriate use as a result of program implementation or enhancement. Explain what will be measured, how the information will be used, and who is responsible for reporting on BJA performance measures. Current grantees should describe their progress toward compliance with current BJA performance measurement data reporting.

5. **Impact/Outcomes, Evaluation, and Sustainment (10 percent)**

   Describe how performance will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented. BJA expects that grantees should be able to report timely, complete, and accurate data in the required grant reports.

   Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.

   Describe how grant-funded activities and partnerships will be leveraged to build long-term support and resources to sustain the PDMP, tribal data sharing initiative, or multidisciplinary action group when the federal grant ends. Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery. Identify potential sources of funding and a plan to transition from federal funding to continue longer-term services and initiatives.

   If applicable, Category 2 applicants should describe a plan for the evaluation of the project and document a collaborative relationship with an objective, third-party evaluator such as a local college or university. Specifically identify and describe the partnership and collaboration. Describe how research findings will be disseminated at the state or national level including planned publications, briefs, and education outreach efforts. While outreach to the research or academic community may be proposed, BJA is particularly interested in outreach efforts geared toward practitioners or policymakers. Applicants may budget for dissemination activities in pursuit of these goals. Identify goals and objectives for program development, implementation, and outcomes.

6. **Budget (10 percent)**

   Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should

demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[6]

Include an appropriate percent of the total grant award for research, data collection, performance measurement, and performance assessment. There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget designated should be adequate to fund the activities outlined in the application. The Budget Narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.

Applicants must budget funding to travel to DOJ-sponsored grant meetings as described in the Budget Detail Worksheet section in Section D. Application and Submission Information.

Review Process
OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as "critical elements."
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see What an Application Should Include under Section D. Application and Submission Information.

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

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[6] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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 factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices
OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and OAR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[7] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from Category 2 in this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements
Recipients must submit quarterly financial reports; semi-annual progress reports; final financial and progress reports; and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

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[7] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Provide Feedback to OJP
To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
FY 2016 Harold Rogers Prescription Drug Monitoring Program

This application checklist has been created to assist in developing an application. Items marked with an asterisk (*) below are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 24)
_____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 24)
_____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 24)
_____ Select the correct Competition ID (see page 25)
_____ Download Funding Opportunity and Application Package
_____ Sign up for Grants.gov email notifications (optional) (see page 23)
_____ Read Important Notice: Applying for Grants in Grants.gov
_____ Read OJP policy and guidance on conference approval, planning, and reporting
          available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
          (see page 13)

After application submission, *receive Grants.gov email notifications that:*
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors
          (see page 25)

If no Grants.gov receipt, and validation or error notifications are received:
_____ contact BJA regarding experiencing technical difficulties (see page 25)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limits of $400,000 for Category 1 and $600,000 for Category 2. Also for Category 2 applications, the amount requested does not exceed $200,000 per year of activity proposed.

Eligibility Requirement:
_____ The applicant meets the eligibility requirements specified on the title page.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 15)
_____ *Project Abstract (see page 15)
_____ *Program Narrative (see page 15)
_____ *Budget Detail Worksheet and Budget Narrative (see page 17)
_____ Indirect Cost Rate Agreement (if applicable) (see page 18)
_____ Tribal Authorizing Resolution (if applicable) (see page 19)
_____ Applicant Disclosure of High Risk Status (see page 19)
_____ Additional Attachments (see page 19)
    _____ Letters of Support and/or Memoranda of Understanding/Agreement (if applicable)
    _____ Logic Model
    _____ Project Timeline
    _____ Position Descriptions
    _____ Applicant Disclosure of Pending Applications
    _____ Research and Evaluation Independence and Integrity
_____ Financial Management and System of Internal Controls Questionnaire (see page 22)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
_____ Employee Compensation Waiver request and justification (if applicable, see page 13)