



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Drug Court Planning and Training Program. This program furthers the Department's efforts to assist communities to develop effective drug court strategies for nonviolent substance-abusing offenders.

Adult Drug Court Planning and Training Program FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on March 26, 2009.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Tim Jeffries, BJA Policy Advisor, at 202-616-7385 or Timothy.Jeffries@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

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Adult Drug Court Planning and Training Program CFDA #16.585

Overview of the Adult Drug Court Planning and Training Program

The Bureau of Justice Assistance's (BJA) Adult Drug Court Planning and Training Program supports the Adult Drug Court Discretionary Grant Program (42 U.S.C. 3797u et seq.), which assists communities to develop effective drug court strategies for nonviolent¹ substance-abusing offenders through two components. The first component, the Adult Drug Court Planning Initiative, assists jurisdictions in the planning and development of new drug court programs; the second component, the Adult Drug Court Training Initiative, offers a menu of training options to access and incorporate into local, regional and, statewide drug court training events.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on March 26, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

¹ As defined in 42 U.S.C. 3797u-2, a "violent offender" means a person who—(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct— (A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. Note: This definition includes recent amendments made by the Second Chance Act of 2007, Pub. L. 110-199.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in providing training to start-up and operational drug court teams. BJA encourages organizations to apply which have expert knowledge of drug courts, extensive experience in developing and delivering drug court training curriculum, demonstrated expertise in applying the latest adult learning theory and distance learning techniques, and willingness to work with other BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or fees for services. Applicants may submit applications under one or both categories. Applicants are encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the “Civil Rights Compliance” section on the “Other Requirements for OJP Applications” web page, which can be found at the web address shown above.

Adult Drug Court Planning and Training Program-Specific Information

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

Award Categories

BJA is seeking applications from eligible organizations under one or both of the following categories. Applicants must clearly indicate which category they are responding in the program abstract. A separate application must be submitted for each category.

Applicants should have proficiency in the following areas: 1) providing culturally competent, interactive drug court training services based on adult learning theory; 2) developing and revising curriculum for drug court practitioners; 3) adjusting training style based on the target audience; 4) developing and managing online training courses; and 5) developing uniform protocols for evaluating and reporting on training services provided.

CATEGORY I. ADULT DRUG COURT PLANNING INITIATIVE. Grant amount: Up to \$900,000. Project period: 12 months. Competition ID: BJA-2009-2056.

BJA is seeking a provider(s) to implement and manage the Adult Drug Court Planning Initiative, which consists of a standardized core curriculum based on adult learning theory and the 10 key components of a drug court (see [Defining Drug Courts: The Key Components](#)). Each five-day training will host up to 10 planning teams comprised of a judge, prosecutor, defense attorney, treatment provider, coordinator, probation officer, law enforcement, and evaluator. It is expected that the training provider will conduct no more than three training sessions consisting of no more than 10 drug court teams each over a 12-month period. Applicants must provide all logistical support associated with the Adult Drug Court Planning Initiative, including the online application process, identification of training sites, and reimbursement of participants’ per diem costs.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Develop and manage the Adult Drug Court Planning Initiative online application process.
- Identify and recommend to BJA up to 10 planning teams consisting of 8 team members.
- Identify three training locations and coordinate all logistical and meeting activities.
- Contact all teams to prepare for the five-day training program.
- Provide travel and per diem scholarships for team participants to attend the training.
- Lead each team through the five-day BJA-approved Adult Drug Court Planning curriculum, resulting in implementation of a drug court program.
- Provide each team member with a training manual with faculty and staff contacts, all presentations, supporting resource materials, and training exercises.
- Provide post-training technical assistance to assist up to 10 teams with finalizing an implementation plan for operating an adult drug court.
- Develop and administer an evaluation instrument to teams to capture feedback about each training session.
- Modify training curriculum as necessary.
- Make available for download or online streaming all Adult Drug Court Planning Initiative training sessions.

CATEGORY II. ADULT DRUG COURT TRAINING INITIATIVE. Grant amount: Up to \$650,000. Project period: 12 months. Competition ID: BJA-2009-2055.

BJA is seeking a training provider(s) to plan, deliver, evaluate, market, and modify a menu of training courses for improved drug court team functioning, and more effective services and better outcomes for drug court participants.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Develop and maintain a Drug Court Training Initiative web site which lists a menu of the following BJA-approved drug court trainings and learning objectives.
 - 1) Comprehensive Drug Court Judicial Training; 2) Comprehensive Drug Court Coordinator Training; 3) Comprehensive Drug Court Prosecutor Training; 4) Comprehensive Drug Court Defense Attorney Training; 5) Comprehensive Drug Court Treatment Provider Training; 6) Comprehensive Drug Court Community Supervision Training; 7) Comprehensive Drug Court Case Management Training; 8) The Promise of Drug Court; 9) A Paradigm Shift; 10) Targeting and Eligibility; 11) Psychopharmacology; 12) Treatment: What Works; 13) Team Building; 14) Confidentiality; 15) Motivational Interviewing; 16) Operational Tune-up Training; 17) Incentives and Sanctions; 18) Ensuring the Sustainability of Drug Court Programs; 19) Supervising Methamphetamine Addicts in Drug Court; and 20) Cultural Competency for Drug Court Practitioners.
- Enable local jurisdictions, states, and organizations to request above training courses for operational drug court practitioners.
- Convert three of the above trainings (Targeting and Eligibility, Incentives and Sanctions, and Cultural Competency) into online courses for distance learning.
- Develop and implement a prioritization process to fulfill training requests.
- Conduct a training needs assessment with applicants based on gaps in current knowledge and practices to ensure appropriate course selection.
- Conduct training to meet customer needs and evaluate training effectiveness and relevance.
- Develop and maintain a roster of expert drug court training consultants; each drug court discipline should be represented in the roster of expert consultants.
- Develop a new curriculum titled “Improving Drug Court Outcomes for Participants with Co-Occurring Disorders” based on evidenced-based research.
- Provide \$50,000 in scholarships to meet rural drug court training needs.

Limitation on Use of Award Funds for Employee Compensation; Waiver: o portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under these solicitations must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Outcomes: Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Outcome: Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.</p>	<p>Outcome: Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.</p>	<p>For the current reporting period: Number of organizations receiving CD/DVDs.</p> <p>Number of organizations who received CD/DVDs who were surveyed.</p> <p>Number of organizations who responded to the survey.</p> <p>Number of organizations who responded to the survey and rated the CD/DVD as satisfactory or that the CD/DVD met their training needs.</p>
<p>Increase the knowledge of criminal justice practitioners by providing training scholarships.</p>	<p>Outcome: Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p>For the current reporting period: Number of training scholarships provided.</p> <p>Number of trainees who received scholarships who were surveyed.</p> <p>Number of trainees surveyed who responded to the survey.</p> <p>Number of trainees surveyed who responded to the survey who indicated the information could be utilized in their job.</p>

Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	<p>Output: Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>For the current reporting period: Number of training curricula developed.</p> <p>Number of training curricula pilot tested.</p> <p>Number of training curricula revised after being pilot tested.</p>
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How To Apply

Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Funding Opportunities with Multiple Purpose Areas: Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID (see pages 3-4) for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Excel files (*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (*.doc)” format. In addition, 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585 titled “Drug Court Discretionary Grant Program,” and funding opportunity number is BJA-2009-2053.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Program Abstract: Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category requested (e.g., Category I: Adult Drug Court Planning Initiative). The abstract must include project goals, strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract must not exceed ½ page, and does not count against the program narrative's 15-page limit.

Program Narrative: Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the Selection Criteria in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete, allowable and cost effective. Applicants must submit a budget worksheet and budget narrative in one file. A budget detail worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Project Timeline, Resumes, and Letters of Support (Attachment 3)

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

Selection Criteria

1. Statement of the Problem (20 percent of 100)

Category I: Provide a thorough understanding of the need for transferring knowledge and providing training to drug court planning teams. Describe the challenges communities face in planning and implementing local drug courts and the need for responsive training.

Category II: Provide a thorough understanding of the need for transferring knowledge and providing training to operational drug court practitioners. Describe the challenges communities face in implementing and enhancing local drug courts and the need for responsive training.

2. Program Design and Implementation (30 percent of 100)

Describe the goals, objectives, and deliverables for providing drug court training to local jurisdictions and/or state-level agencies. Identify strategies for designing and implementing the deliverables (see pages 3-4); provide a timeline for completing the tasks (Attachment 3); and identify the percentage of time to be dedicated by the individuals responsible for the tasks. Applicants applying to facilitate training must also describe how logistical arrangements associated with that training will be handled (e.g., identification of training sites, work plan development and approval, and follow-up reporting).

3. Capabilities/Competencies (30 percent of 100)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential trainings and projects outlined. Illustrate the ability to manage complex training programs and projects effectively. Detail the organization's experience to support successful completion of those training programs and projects. Outline how the organization will recruit and partner with individuals and/or experienced drug court organizations to provide the Adult Drug Court Planning Initiative or the Adult Drug Court Training Initiative.

4. Budget and Budget Narrative (10 percent of 100)

Provide a proposed budget and budget narrative that is complete, allowable, and cost effective (see Attachment 2).

5. Impact/Outcomes, Evaluation, and Performance Measure Data Collection Plan (10 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide the program.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain

project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006