



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 Discretionary Grant Program. This program furthers the Department's mission by providing resources to state, local, and tribal governments and state and local courts to establish or enhance drug courts and systems for nonviolent substance-abusing offenders.

## Adult Drug Court Discretionary Grant Program FY 2009 Competitive Grant Announcement

### Eligibility

**Implementation and Enhancement Grants:** Applicants are limited to states, state and local courts, counties, units of local government, and Indian tribal governments, acting directly or through other public or private entities.

**Statewide Grants:** Applicants are limited to state agencies.  
(See "Eligibility," page 2)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission.  
All applications are due by 8:00 p.m. e.t. on January 29, 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](mailto: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](mailto: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.

**Grants.Gov number assigned to announcement: BJA-2009-1979**  
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# Adult Drug Court Discretionary Grant Program CFDA #16.585

## Overview of the Adult Drug Court Discretionary Grant Program

The purpose of the Drug Court Discretionary Grant Program (42 U.S.C. 3797u et seq.) is to provide resources to state, local, and tribal governments and state and local courts to establish or enhance adult drug courts and systems for nonviolent substance-abusing offenders.

### 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](http://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. January 29, 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.

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

**Drug Court Implementation and Enhancement Grants:** Applicants are limited to states, state and local courts, counties, units of local government, and Indian tribal governments, acting directly or through other public or private entities. **Statewide Grants:** Applicants are limited to state agencies, such as the State Administering Agency (SAA), the Administrative Office of the Court, or the state Alcohol and Substance Abuse Agency.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## Adult Drug Court 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.*

Drug courts help reduce recidivism and substance abuse among nonviolent offenders<sup>1</sup> and increase an offender's likelihood of successful rehabilitation through early, continuous, and intense judicially supervised treatment, mandatory periodic drug testing, community supervision, and appropriate sanctions and other habilitation services. A drug court can be a specially designed court calendar or docket as well as a specialized court program. Drug courts funded through the Bureau of Justice Assistance's (BJA) Drug Court Discretionary Grant Program are required by law to involve only nonviolent offenders and must implement an adult drug court based on the BJA and National Association of Drug Court Professionals' publication: [Defining Drug Courts: The Key Components](#). Implementation grants may also serve DUI/DWI offenders. Further information on drug courts and the statutory requirements can be found in the [FY 2009 Resource Guide for Drug Court Applicants](#).

Note: The National Drug Court Training and Technical Assistance Program (NDCTTAP) supports BJA's Drug Court Discretionary Grant Program by increasing the knowledge and skills of drug court practitioners to plan, implement, and sustain effective drug court programs. For

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<sup>1</sup> Programs funded through this solicitation may not permit participation by violent offenders. 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.

details on NDCTTAP's planning, training, and technical assistance resources, visit <http://dcpi.ncjrs.gov/dcpi/index.html>

### **Award Categories**

The FY 2009 solicitation offers three drug court grant categories. In FY 2009, funding priority will be given to: 1) Applicants that have never received BJA Drug Court Discretionary Grant Program funding; 2) Applicants providing services in rural areas, or intensive services to individuals addicted to methamphetamine; and 3) Applicants applying for Category III funding.

#### **CATEGORY I. IMPLEMENTATION. Grant maximum: \$350,000. Project period: 36 months.**

Implementation grants are available to jurisdictions that have completed a substantial amount of planning and are ready to implement an adult drug court. Jurisdictions who are in the planning stages should consider participation in BJA's Drug Court Planning Initiative (DCPI). DCPI provides training, technical assistance, and travel support to assist jurisdictions in planning a new drug court program. For more information, see [www.dcpi.ncjrs.gov/dcpi/index.html](http://www.dcpi.ncjrs.gov/dcpi/index.html).

#### **CATEGORY II. ENHANCEMENT. Grant maximum: \$200,000. Project period: 24 months.**

Enhancement grants are available to jurisdictions with a fully operational (at least 1 year) adult drug court to: provide additional services to drug court participants; develop and provide training programs for drug court practitioners; evaluate a drug court; develop or implement an automated data collection system for the court; or meet the special needs of certain drug court participants, including individuals addicted to methamphetamine; individuals suffering from co-occurring mental health issues; members of cultural and language minorities; and individuals coping with severe traumatic experiences.

#### **CATEGORY III. STATEWIDE. Grant maximum: \$200,000. Project period: 24 months.**

Statewide drug court grants are available to state agencies to improve, enhance, or expand drug court services statewide through activities such as: training or technical assistance programs for drug court teams; tracking or compiling state drug court information and resources; disseminating statewide drug court information to enhance or strengthen drug court programs; increasing communication, coordination, and information sharing among drug court programs; conducting a statewide drug court evaluation; and establishing an automated drug court data collection system.

**Limitation on use of award funds for employee compensation; waiver:** No 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](http://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.

### **Match Requirement**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal

portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services, or a combination of both. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

$$\text{Recipient's share} \times \text{Adjusted Project Cost} = \text{required match}$$

**Example:** For a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation 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:

### I. Implementation

| Objective  | Performance Measures  | Data Grantee Provides   |
|--|---|---|
| To reduce substance use and recidivism of offenders. | Percent of program participants who reoffend while participating in the drug court program.           | During this reporting period:<br>a) Total number of program participants.<br><br>b) Number arrested on drug-related charges.<br><br>c) Number arrested on non-drug- related charges.<br><br>d) Number of participants with drug court program violations. |
|  | Percent of program participants who exhibit a reduction in substance use during the reporting period. | During this reporting period:<br>a) Number of participants re-assessed as having reduced their substance use.<br><br>b) Number of participants re-assessed regarding substance abuse.   |

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|--|--|---|
|  | Percent of participants successfully graduating from the drug court program. | During this reporting period:<br>a) Number of individuals eligible to enter the drug court program.<br><br>b) Number of individuals accepted in the drug court program.<br><br>c) Number of individuals who declined participation in the drug court program.<br><br>d) Number of participants successfully graduating from the drug court program. |
|  | Termination rate of drug court participants.                                 | During this reporting period:<br>a) Number of terminated participants returned to regular court processing.<br><br>b) Number of terminated participants recommended or sent to jail.<br><br>c) Number of terminated participants referred to other criminal justice agency(ies) for additional action.  |

## II. Enhancement

| Objective  | Performance Measures   | Data Grantee Provides   |
|--|--|---|
| To enhance the provision of services to drug court participants by way of additional services, meeting special needs, training, data collection or MIS, or evaluation. | <b>Enhancement: Additional Services</b><br><br>Percent increase in units of services (additional or secondary drug court activity that address needs of drug court clients).<br><br><br><br><br><br><br><br><br><br>Percent increase in service provided to participant. | <b>Enhancement: Additional Services</b><br><br>a) Total number of types of drug court services before grant funding.<br><br>b) Number of new types of drug court services added during the reporting period.<br><br>c) Total number of drug court service providers before grant funding.<br><br>d) Number of new drug court service providers or provider sites added during the reporting period.<br><br>e) Number of drug court participants referred for new services resulting from grant funding.<br><br>f) Total number of drug court participants served.<br><br>g) Number of referrals made for expanded service types or sites during the reporting period.<br><br>h) Number of drug court slots added during the reporting period. |
|  | <b>Enhancement: Training</b><br><br>Percent increase in participant satisfaction with training.  | <b>Enhancement: Training</b><br><br>During this reporting period:<br>a) Number of individuals trained   |

|  |  |   |
|--|--|---|
|  | Percent increase in knowledge of subject matter as a result of training.   | <p>b) Number of training participants who rated the training as satisfactory.</p> <p>c) Number of training participants who showed increased knowledge post training.</p> <p>d) Total number of training participants to whom a knowledge test was administered.</p>  |
|  | <p><b>Enhancement: Data collection/ MIS</b></p> <p>Percent increase in drug court case automation.</p><br><p>Percent increase in staff trained on data collection/MIS.</p> | <p><b>Enhancement: Data collection/ MIS</b></p> <p>During the reporting period:</p> <p>a) Number of active drug court cases during the reporting period.</p> <p>b) Number of active drug court cases fully automated as a result of grant funding.</p> <p>c) Number of individuals who were trained on to use the data collection, MIS or evaluation system.</p> <p>d) Total number of drug court staff</p> |

### III. Statewide

| <b>Objective</b>  | <b>Performance Measures</b>  | <b>Data Grantee Provides</b>  |
|---|--|---|
| To enhance statewide drug courts efficiency and effectiveness through policy, services, training and technical assistance, coordination, evaluation, and data collection. | <p><b>Statewide: Information tracking, dissemination and clearinghouse activities</b></p> <p>Percent increase in compilation of resources and Information dissemination to drug courts throughout the state.</p> | <p><b>Statewide: Information, tracking, dissemination, and clearinghouse activities</b></p> <p>During the reporting period:</p> <p>a) Number of requests for information on statewide drug courts activity, programs, and resources that were fulfilled.</p> <p>b) Total number of requests for information on statewide drug courts activity, programs, and resources.</p> |



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|--|---|--|
|  | <p><b>Statewide: Training and Technical Assistance</b></p> <p>Percent increase in statewide training or technical assistance for drug courts.</p> <p>Percent increase in participants' satisfaction with training.</p> <p><b>Statewide: MIS or Evaluation</b></p> <p>Percent increase in MIS evaluation capability.</p> | <p><b>Statewide: Training and Technical Assistance</b></p> <p>During this reporting period:</p> <p>a) Number of drug courts receiving training.</p> <p>b) Total number of drug courts in your state.</p> <p>c) Number of training participants who rated the training as satisfactory.</p> <p>d) Number of individuals trained.</p> <p><b>Statewide: MIS or Evaluation</b></p> <p>During the reporting period:</p> <p>a) Number of data collection, MIS or evaluation tools currently in the process of development as a result of grant funding.</p> <p>b) Number of data collection, MIS, or evaluation tools completed.</p> |
|--|---|--|

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—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](http://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 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 Courts Discretionary Grant Program,” and the funding opportunity number is BJA-2009-1979.

**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/](http://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](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the Selection Criteria listed below in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc. **At the beginning of the Program Narrative, indicate which category (Category I: Implementation; Category II: Enhancement; or Category III: Statewide Grants) you are applying for.** Submissions that do not adhere to the format may be deemed ineligible.

#### Budget and Budget Narrative (Attachment 2)

Applicants must provide a separate itemized budget for each year of grant activity. The budget must be complete and contain only those allowable expenditures referenced in the Drug Court Resource Guide. A total budget for the grant period should follow to include all combined federal and non-federal expenditures. Applicants must submit the budget worksheets and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). Applicants are encouraged to allocate funds to cover travel/costs to attend at least two BJA-sponsored trainings and other drug court trainings.

## **Letters of Support and Project Timeline (Attachment 3)**

Attach *Letters of Support* that outline the partners' responsibilities, and a *Project Timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization. Courts applying for grant funds should include a letter from the state court administrator or chief justice of the state's highest court describing how the proposed application would expand or enhance the statewide efforts related to problem-solving courts.

## **Selection Criteria**

### **1. Statement of the Problem**

#### **Implementation Applicants: 20 percent of 100**

Describe the nature and scope of the substance abuse problem in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume, and crime patterns for adult offenders. Explain the problems with the current court response to cases involving substance abuse, and identify how the current number of treatment slots is insufficient to meet the anticipated referrals.

#### **Enhancement Applicants: 25 percent of 100**

Describe the current operation of the adult drug court, addressing program structure; program length; target population; screening and assessment; services delivery plan; judicial supervision; drug testing; case management; incentives and sanctions; treatment and restitution; and program success data. Describe the issue or need that the enhancement grant seeks to address. Provide local data and program impact on the community and evaluation findings to support the requested enhancement.

#### **Statewide Applicants: 20 percent of 100**

Provide an overview of the drug court movement in the state. Identify the number of operational drug courts in the state, including type, capacity, number of individuals served, and success rates. Provide an assessment of whether each drug court has incorporated the 10 key components ([Defining Drug Courts: The Key Components](#)). Describe the issue or need that the statewide grant seeks to address. Provide local data and program impact on the community and evaluation findings to support the requested enhancement.

### **2. Project Design and Implementation**

#### **Implementation Applicants: 40 percent of 100**

Describe how the project design and strategy will be implemented and based on research and effective practices. Address each of the 10 key components of drug courts and develop a project strategy incorporating these principles ([Defining Drug Courts: The Key Components](#)).

#### **Enhancement Applicants: 60 percent of 100**

Describe the enhancement and its specific goals and objectives, linking the enhancement to the 10 key components of drug courts ([Defining Drug Courts: The Key Components](#)). Identify how one or more of the following enhancements will be accomplished: provide additional services to drug court clients to increase the likelihood of successful rehabilitation; develop training programs to educate justice professionals, treatment providers, and others about the drug court philosophy and its key components; attend training programs with justice professionals, treatment providers, and others regarding the drug court model;

conduct process and/or outcome evaluations; or develop and implement an automated drug court data collection system or improve an existing system.

**Statewide Applicants: 65 percent of 100**

Describe the specific design, goals, and objectives for the statewide initiative. Provide a project strategy identifying how one or more of the following statewide initiatives will be accomplished: training or technical assistance programs for drug court teams; tracking or compiling state drug court information and resources; disseminating statewide drug court information to enhance or strengthen drug court programs; increasing communication, coordination, and information sharing among drug court programs; conducting a statewide drug court evaluation; and establishing an automated drug court data collection system.

**3. Capabilities and Competencies**

**Implementation Applicants Only: 20 percent of 100**

Identify each member of the drug court team and describe their roles and responsibilities. Describe how effective communication and coordination among the team will be implemented throughout the project period. Key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and drug court coordinator. Attach a letter of support from each key drug court team member, with responsibilities outlined for each member (Attachment 3).

**4. Budget (5 percent of 100)**

Applicants must provide a proposed budget that is complete, allowable, and tied to the proposed activities (Attachment 2).

**5. Outcomes, Evaluation, Sustainment, and Performance Measure Data Collection Plan  
Implementation Applicants: 15 percent of 100**

Describe the steps the drug court will take to develop a performance management and evaluation plan. The plan should include strategies to collect data, review data, and where appropriate, discuss how the drug court will work with the evaluator. Provide a plan detailing how court operations will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

**Enhancement Applicants: 10 percent of 100**

Provide a plan detailing how performance of court operations will be evaluated and managed. Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

**Statewide Applicants: 10 percent of 100**

Provide a plan detailing how performance of court operations will be evaluated and managed. Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

## 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](http://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