



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 Adult Drug Court Training and Technical Assistance Initiative. This program furthers the Department's efforts to assist communities develop effective drug court strategies for nonviolent substance-abusing offenders.

## **Adult Drug Court Training and Technical Assistance Initiative**

### **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**

Registration with [Grants.gov](#) is required prior to application submission.

All applications are due by 8:00 p.m. e.t. on March 31, 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-2009-2054**  
**Release date: February 2, 2009**

# **CONTENTS**

Overview of the Adult Drug Court Training and Technical Assistance Initiative	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	2
Adult Drug Court Training and Technical Assistance Initiative-Specific Information	3
Performance Measures	6
How To Apply	8
What an Application Must Include	10
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	10
Review Process	11
Additional Requirements	12

# **Adult Drug Court Training and Technical Assistance Initiative**

## **CFDA #16.585**

### **Overview of the Adult Drug Court Training and Technical Assistance Initiative**

The Bureau of Justice Assistance's (BJA) Adult Drug Court Training and Technical Assistance Initiative 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 nonviolent<sup>1</sup> substance-abusing offenders. BJA is seeking technical assistance providers to assist state and local justice system officials and treatment professionals in addressing issues relating to planning, implementing, managing, and evaluating drug court programs in their jurisdictions and to manage the National Drug Court Resource Center.

#### **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. on March 31, 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.

---

<sup>1</sup> 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.

**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

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting communities develop, implement, and enhance drug courts. BJA encourages applications from organizations which have expert knowledge of drug courts; extensive experience in brokering and developing technical assistance; experience in identification of best practices; program documentation, resource compilation, and information dissemination; and a willingness to work with BJA and other partners. For-profit organizations must agree to waive any profit or fees for services. Applicants may submit applications under one, two, or all three 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](http://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 Training and Technical Assistance Initiative-Specific Information**

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

The primary purpose of the Adult Drug Court Discretionary Grant Program (ADCDGP) 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. This solicitation seeks to identify fully qualified organizations to administer BJA’s Adult Drug Court Training and Technical Assistance (TTA) Program, BJA’s Statewide Drug Court TTA Program, and BJA’s National Drug Court Resource Center. The goal of the Adult Drug Court TTA Program is to assist operational adult drug treatment court programs in the development and implementation of improved program practices for increased program effectiveness and long-term participant success. The goal of the Statewide Drug Court TTA Program is to provide direct support and information to state agencies that enhance the leadership of the statewide drug court effort, improve coordination and collaboration among drug court agencies, and help to institutionalize drug courts into court operations. The goal of the Drug Court Resource Center is to collect, maintain, and disseminate information about drug court operations, best practices, and trends.

### **Award Categories**

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

#### **CATEGORY I. ADULT DRUG COURT TRAINING AND TECHNICAL ASSISTANCE PROGRAM. Grant amount: Up to \$400,000. Project period: 12 months. Competition ID: BJA-2009-2057.**

BJA is seeking an experienced TTA provider to assist BJA adult implementation and enhancement drug court grantees and other adult drug courts in the field.

### **Requirements and Deliverables**

The TTA provider(s) will develop protocols for the assessment and delivery of technical assistance by:

- Developing uniform TTA request and response protocols.
- Providing proactive, culturally competent, comprehensive, and user-friendly TA, including developing publications, teleconferencing, peer-to-peer consultations, onsite TA, and ongoing TA by phone and e-mail.
- Developing and maintaining an ADCDGP TA web site to include information produced by the TA provider, tools for grantees, links to appropriate resources including the Drug Court Resource Center, and a mechanism for requesting TA and providing feedback.

- Developing a tool for grantees to assess their progress in achieving the goals of their grant, (including *Defining Drug Courts: The Key Components*, team functioning, target population and eligibility, data collection, performance measurement, and sustainability), and using information to inform how TA will be delivered.
- Conducting site visits for ADCDGP grantees (including facilitating strategic planning meetings, conducting trainings, assisting with program design, reviewing data collection and analysis strategies, and advising grantees on meeting their objectives), and preparing a report after each site visit that summarizes findings and recommended next steps. Follow-up, offsite assistance should be provided to implement any recommendations.
- Identifying and maintaining a list of expert consultants for TA support to grantees; consultants should represent all of the drug court team disciplines.
- Planning for and hosting distance learning opportunities such as webinars and subject-specific conference calls.
- Developing and maintaining a listserv of ADCDGP grantees, for regular updates and communication among ADCDGP grantees.
- Identifying and summarizing best practices and lessons learned to share with other jurisdictions regarding implementing or expanding drug court programs.
- Assisting grantees in collecting and reporting on program performance measures and identifying trends from the performance measurement data submissions.
- Supporting national partners on related projects and maintaining a presence at national or state drug court conferences and training events, budgeting travel costs appropriately.
- Creating an instrument for TTA customer evaluation and feedback to communicate their level of satisfaction with the services provided, tracking and reporting results to BJA.

**CATEGORY II. STATEWIDE DRUG COURT TRAINING AND TECHNICAL ASSISTANCE PROGRAM.** Grant amount: Up to \$300,000. Project period: 12 months. Competition ID: **BJA-2009-2059.**

BJA is seeking an experienced TTA provider to assist BJA statewide enhancement grantees and other states to provide direct aid and information to state agencies that 1) enhance the leadership of the statewide drug court effort, 2) improve coordination and collaboration among drug court agencies, 3) and help to institutionalize drug courts into court operations. The TTA provider should effectively implement TTA strategies, including assistance in measuring performance of drug courts statewide, evaluating the statewide impact of drug courts, developing statewide drug court management information system (MIS) solutions, and developing statewide strategies for drug court coordination and training.

**Requirements and Deliverables**

The TTA provider(s) will develop protocols for the assessment and delivery of TA as well as tracking, evaluation, and follow-up by:

- Developing uniform TTA request and response protocols. Provide proactive, culturally competent, comprehensive, user-friendly TA via teleconferencing, peer-to-peer consultations, onsite technical assistance, and ongoing TA by phone and e-mail.
- Developing and maintaining an ADCDGP statewide TA web site to include information produced by the TA provider, tools for grantee success, links to appropriate resources including the National Drug Court Resource Center, and a mechanism for requesting TA and providing feedback.
- Delivering onsite TA to states, including facilitating strategic planning meetings, reviewing data collection and analysis strategies, and advising grantees on meeting their objectives and performance measures. Follow-up assistance should be provided to help implement any recommendations.

- Identifying and maintaining a list of expert consultants whose experience best fit the needs of the grantees.
- Planning for and hosting distance learning opportunities such as webinars and subject-specific conference calls for states on drug court coordination topics.
- Evaluating statewide drug court coordination and identify key lessons learned that can be shared with other states regarding implementing statewide drug court strategies.
- Assisting states in collecting and reporting program performance measures by developing statewide MIS and evaluation components.
- Assisting states in implementing a systems approach to increase participant levels in existing drug courts.
- Supporting national and federal partners on related projects and maintaining a presence at national or state drug court conferences and training events, budgeting travel costs appropriately.
- Creating an instrument for TTA customer evaluation and feedback to communicate their level of satisfaction with the services provided, tracking and reporting results to BJA.

**CATEGORY III. NATIONAL DRUG COURT RESOURCE CENTER. Grant amount: Up to \$150,000. Project period: 12 months. Competition ID: BJA-2009-2058.**

BJA is seeking an experienced provider to operate the National Drug Court Resource Center, which requires analyzing, compiling, and continually updating information on national drug court activity and emerging issues and maintaining an extensive hard copy and online reference collection of drug court materials. Resource Center staff serves the drug court field by providing comprehensive, timely responses to all relevant requests for drug court information.

**Requirements and Deliverables**

The National Drug Court Resource Center provider will be responsible for:

- Maintaining and updating the national drug court data base of program information, including program type, jurisdiction, location, court and judges involved, BJA and other funding sources, implementation status, and other descriptors as requested by BJA.
- Working with BJA and others to develop a searchable, online map of U.S. drug courts.
- Collecting, maintaining, cataloging, and making available drug court operational documents such as policies and procedures manuals; research findings; and evaluation summaries.
- Developing and disseminating materials (FAQs, bulletins, etc.) on drug court activity, including operational characteristics, emerging issues, research, and statutory and case law development, and offering current drug court materials from the field via program summaries.
- Supporting national and federal partners on related projects and maintaining a presence at conferences, workshops, focus groups, strategic planning meetings, and training events related to drug court programs, budgeting travel costs appropriately.

**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.

## 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:

### Adult and Statewide Drug Court Training and Technical Assistance

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

Increase the knowledge of criminal justice practitioners by providing training scholarships.	<p>Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p><b>For the current reporting period:</b> Number of training scholarships provided.  Number of trainees who received scholarships who were surveyed.  Number of trainees surveyed who responded to the survey.  Number of trainees surveyed who responded to the survey who indicated the information could be utilized in their job.</p>
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that were planning to implement at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p><b>For the current reporting period:</b> Number of onsite visits completed.  Number of reports submitted to requesting agencies after onsite visits.  Number of requesting agencies who completed an evaluation of services.  Number of follow-ups with requesting agencies completed six months after onsite visit.  Number of peer-to-peer visits completed.  Number of reports completed by peer visitors after completion of the visit.  Number of follow-ups with the requesting peer visitor completed six months after the peer to peer visit.  Number of other onsite services provided.  Number of reports submitted to requesting agencies following other onsite services.  Number of requesting agencies who completed an evaluation of other onsite services.</p>
Increase information provided to BJA and the criminal justice community.	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Percentage of conference attendees who rated the conference as satisfactory or better.</p>	<p><b>For the current reporting period:</b> Number of advisory/focus groups held.  Number of documents produced as a result of advisory/focus groups.  Number of documents disseminated to the field as a result of advisory/focus groups.  Number of times the requesting agency evaluated the product of the advisory/focus group.  Number of conferences held.</p>

	<p>Percent increase in number of visits to web sites.</p>	<p>Number of conference attendees who completed an evaluation at the conclusion of the conference.</p> <p>Number of web sites developed.</p> <p>Number of web sites maintained.</p> <p>Number of visits to web sites.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Number of requests for information responded to.</p>
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p><b>For the current reporting period:</b></p> <p>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>

## National Drug Court Resource Center

<p>Increase information provided to BJA and the criminal justice community.</p>	<p>Percentage of drug court document recipients that evaluated products as satisfactory or better.</p> <p>Percent increase in number of visits to web sites.</p>	<p><b>For the current reporting period:</b></p> <p>Number of documents produced as a result of expressed need from the drug court field.</p> <p>Number of documents disseminated to the field.</p> <p>Number of times the requesting agency evaluated the product developed.</p> <p>Number of web sites developed.</p> <p>Number of web sites maintained.</p> <p>Number of visits to web sites.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Number of requests for information responded to.</p>
---	--	--

## 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](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 (see pages 3-5) 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-2009-2054.

**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)**

**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 Training and Technical Assistance Program). The abstract must include project goals, a description of strategies, a numerical listing of key/major deliverables, and coordination plans. The abstract must not exceed 1 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 and allowable. 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](http://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)**

Provide a thorough understanding of the need for gathering and transferring knowledge, best practices, and information to the drug court field.

**Category I:** Describe the challenges communities face in implementing and enhancing local drug courts and the need for training and technical assistance.

**Category II:** Describe the challenges states face in coordinating drug court efforts statewide and the need for training and technical assistance.

**Category III:** Describe the challenges drug court practitioners face in accessing information and resources and the need for a central repository and coordinated dissemination.

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

Describe the plan for the dissemination and transfer of knowledge and best practices. Describe the goals, objectives, and deliverables for providing training, technical assistance, and National Drug Court Resource Center information to ADGDGP grantees (both individual drug court and statewide grantees) and the field. Identify strategies for designing and implementing the deliverables (see pages 3-5); provide a timeline for completing the tasks (Attachment 3); and identify the percentage of time that will be dedicated by the individuals responsible for the tasks. Describe strategies for arranging training and technical assistance events.

**3. Capabilities/Competencies (30 percent of 100)**

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Illustrate the ability to manage complex projects effectively. Outline the organization's ability and experience to support successful completion of those projects. Describe the organization's experience and capabilities with distance learning.

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

Provide a proposed budget and budget narrative that are complete, allowable, and cost effective (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](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