



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 Harold Rogers Prescription Drug Monitoring Program. This program furthers the Department's mission by breaking the cycle of drug abuse and violence by reducing demand and enforcing laws to reduce and prevent the misuse and abuse of prescription drugs.

## Harold Rogers Prescription Drug Monitoring Program FY 2010 Competitive Grant Announcement

### Eligibility

**Planning Grants:** Applicants are limited to state\* governments **without** enabling statutes or regulations.

**Implementation and Enhancement Grants:** Applicants are limited to state governments that have in place an enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency.

Within Category 3 in FY 2010, funding priority will be given to applicants who propose to implement information sharing with other state Prescription Drug Monitoring Programs (PDMPs) within the grant period using the prescription monitoring information exchange (PMIX) specifications.

PDMPs should include:

- The required electronic submission of data for prescriptions in Schedules II, III, IV, and/or V and other scheduled listed chemical products.
- The submission of data elements consistent with standards established by the American Society for Automation in Pharmacy.
- Access to collected data by federal, state, and local law enforcement and public health officials.
- Confidentiality and privacy provisions regarding the collected data.
- The authority and capability to exchange information with other state PDMPs.

For information on model PDMP legislation, visit the [Alliance of States with Prescription Monitoring Programs](#) or the [National Alliance for Model State Drug Laws](#) web site.

Note: 1) States with pending legislation or regulations may apply for an implementation grant, but will not be awarded an implementation grant unless the legislation or regulations are in place at the time that funding decisions are made by BJA; 2) States which received FY 2009 enhancement grants are not eligible to apply for enhancement funding in FY 2010 unless specifically proposing to implement information sharing with other states.

\* "States" includes the 50 states, the District of Columbia, Commonwealth of Puerto Rico, Northern Mariana Islands, U.S. Virgin Islands, Guam, and American Samoa.

## **Deadline**

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 8)

All applications are due by 8:00 p.m. eastern time on April 1, 2010.  
(See "Deadlines: Registration and Application," page 1.)

## **Contact Information**

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time.

For assistance with any other requirement of this solicitation, contact Rebecca Rose, BJA Policy Advisor, at (202) 514-0726 or [Rebecca.Rose@usdoj.gov](mailto:Rebecca.Rose@usdoj.gov).

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [askbj@usdoj.gov](mailto:askbj@usdoj.gov)

**Release Date: February 2, 2010**

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# Harold Rogers Prescription Drug Monitoring Program (CFDA #16.754)

## Overview

The primary purpose of the Harold Rogers Prescription Drug Monitoring Program (PDMP) is to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled listed chemical products through a centralized database administered by an authorized state agency. The program was created by the FY 2002 U.S. Department of Justice Appropriations Act (Public Law 107-77) and has received funding under each subsequent year's Appropriations Act.

## Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 1, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 1, 2010. Please see the "How to Apply" section, page 8, for more details.

## Eligibility

Please refer to the cover page for eligibility under this program.

## Harold Rogers Prescription Drug Monitoring 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.***

The Prescription Drug Monitoring Program assists states as they plan, implement, or enhance a PDMP to:

- Build a state-level data collection and analysis system to enhance the capacity of regulatory and law enforcement agencies and public health officials for future prevention efforts.
- Enhance existing programs' abilities to analyze and use collected data to identify drug abuse trends, identify and address sources of diversion, and increase the number of users of the PDMP.
- Facilitate and participate in national evaluation efforts to assess efficiency and effectiveness.
- Encourage and implement the exchange of information among states to prevent cross-border diversion.
- Assess the efficiency and effectiveness of state-level programs to make improvements and encourage additional states to implement programs.
- Enhance collaborations with law enforcement, prosecutors, treatment professionals, the medical community, and pharmacies to establish a comprehensive PDMP strategy.

Fifteen PDMP awards were made in FY 2009 for states to plan for, implement, or enhance a PDMP. Since inception of the grant program in FY 2002, grants have been awarded to 46 states

and 1 U.S. territory to support their efforts to plan, implement, or enhance a PDMP. Recent successes for the Prescription Drug Monitoring Program include:

- Thirty-three states now have operational PDMPs; six states and one U.S. territory (Guam) have enacted legislation to establish a PDMP but are not fully operational.
- In 2008, state PDMPs responded to over 2 million requests for reports made by a prescriber, dispenser, or individuals authorized to conduct investigations.
- Kentucky and Ohio successfully demonstrated two exchanges (one originating in each state) of simulated patient data demonstrating the success of the prescription monitoring information exchange (PMIX) project. This year's solicitation includes a funding priority for state PDMPs proposing to share information with other states using the PMIX solution.

The Office of Justice Programs' Bureau of Justice Assistance (BJA) administers this program in coordination with the U.S. Drug Enforcement Administration's Office of Diversion Control, the Office of National Drug Control Policy, and the Center for Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration.

### **Amount and Length of Awards**

States may submit an application in one of three categories. In FY 2010, BJA has identified the implementation of new PDMPs (applications submitted under Category 2) as a funding priority.

#### **CATEGORY 1: PLANNING. Up to: \$50,000. Project period: 18 months.**

States without a PDMP may apply for a planning grant, and need not have legislation or regulations pending or in place. Funds may be used to assist states in planning for a data collection and analysis system. Activities could include creating a planning advisory committee and ensuring key stakeholders in the state are involved in the planning process.

#### **CATEGORY 2: IMPLEMENTATION. Up to: \$400,000. Project period: 24 months.**

States that have in place legislation or regulations that require the submission of dispensing data to a centralized database and authorize and/or designate a state agency to provide program oversight and implementation may apply for an implementation grant. States with legislative authority to establish a pilot program in one or more jurisdictions of that state also may apply for an implementation grant. Funds may be used to plan, establish, and build a data collection and analysis system; develop an infrastructure to support programmatic activities; facilitate the exchange of information and collected prescription data and other scheduled listed chemical products among states; facilitate the establishment of collaborations; develop a training program for system users; produce and disseminate educational materials; and assess the efficiency and effectiveness of the program.

#### **CATEGORY 3: ENHANCEMENT. Up to: \$400,000. Project period: 24 months.**

States seeking to improve existing PDMPs are eligible to apply for an enhancement grant. Funds may be used to enhance the functioning of a data collection and analysis system; enhance an existing educational or training program; support collaborations with law enforcement and prosecutors or public health officials; support collaborations with treatment providers and drug courts; facilitate electronic information sharing among states; expand monitoring to Schedules III, IV, and V; and assess the efficiency and effectiveness of the program. If proposing to assess the efficiency and effectiveness of a program, applicants are strongly encouraged to partner with local universities and/or state agencies in order to evaluate the program as it relates to prescription drug diversion and overdose.

Within Category 3 in FY 2010, funding priority will be given to applicants who propose to:

- Implement information sharing with other state PDMPs within the grant period using the PMIX specifications. The PMIX project allows states to share data seamlessly back and forth across state borders. The specific technology used, known informally as the PMIX hub server, significantly reduces the cost and effort that would be required to implement a communications link with every single exchange partner state. This single link allows a state PDMP to process a request for information from one of its authorized users to additional states by transmitting one request to the PMIX hub server; rather than transmitting individual requests to each state being queried. While providing a central query and routing mechanism simplifies the process of interstate sharing, the PMIX hub retains no prescription or confidential data whatsoever, thus protecting each state's ability to control access to its own data. Guidance materials and technical assistance are available to all state PDMPs who have the authority to exchange data beyond their state border.

Note: States which received FY 2009 enhancement grants are not eligible to apply for enhancement funding in FY 2010 unless specifically proposing to implement information sharing with other states.

### ***Budget Information***

**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 total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

### **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 measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please**

refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Program Goals	Performance Measures	Data Grantee Provides
<p>1) Reduce the rate of “inappropriate use of prescription drugs.”</p>	<p>The number of Licensed PRESCRIBERS, DISPENSERS, and INDIVIDUALS AUTHORIZED TO CONDUCT INVESTIGATIONS that were trained in the use of the state’s PDM system.</p>	<ul style="list-style-type: none"> <li>• For this reporting period, how many licensed PRESCRIBERS were trained formally (in a classroom setting) in the use of the PDM system?</li> <li>• For this reporting period, how many licensed PRESCRIBERS were trained informally (e.g., via the Internet, mass mailings, and so on) in the use of the PDM system?</li> <li>• For this reporting period, how many licensed PRESCRIBERS are there in your state?</li> <li>• As of the last day of this reporting period, how many licensed PRESCRIBERS would you say have been trained informally in the use of the system?</li> <li>• For this reporting period, how many licensed DISPENSERS were trained formally (in a classroom setting) in the use of the PDM system?</li> <li>• For this reporting period, how many licensed DISPENSERS were trained informally (e.g., via the Internet, mass mailings, and so on) in the use of the PDM system?</li> <li>• For this reporting period, how many licensed DISPENSERS are there in your state?</li> <li>• As of the last day of this reporting period, how many licensed DISPENSERS would you say have been trained informally in the use of the system?</li> <li>• For this reporting period, how many INDIVIDUALS AUTHORIZED TO CONDUCT INVESTIGATIONS were trained formally (in a classroom setting) in the use of the PDM system?</li> <li>• For this reporting period, how many INDIVIDUALS</li> </ul>

		<p>AUTHORIZED TO CONDUCT INVESTIGATIONS were trained informally (e.g., via the Internet, mass mailings, and so on) in the use of the PDM system?</p> <ul style="list-style-type: none"> <li>• For this reporting period, how many INDIVIDUALS AUTHORIZED TO CONDUCT INVESTIGATIONS are there in your state?</li> <li>• As of the last day of this reporting period, how many INDIVIDUALS AUTHORIZED TO CONDUCT INVESTIGATIONS would you say have been trained informally in the use of the system?</li> </ul>
	The number of coroner reports that indicate controlled prescription drug use as the primary or contributing cause of death.	<ul style="list-style-type: none"> <li>• For this reporting period, how many coroner reports indicated that controlled prescription drug use was the primary or contributing cause of death?</li> </ul>
2) Reduce the quantity of pharmaceutical controlled substances obtained by individuals attempting to engage in fraud and deceit (i.e., “doctor shopping”).	<p>Increase in the number of reports generated.</p> <p>The number of individuals that filled prescriptions from multiple pharmacies.</p>	<ul style="list-style-type: none"> <li>• For PRESCRIBERS: <ul style="list-style-type: none"> <li>○ For this reporting period, how many solicited reports were produced?</li> <li>○ For this reporting period, how many unsolicited reports were produced?</li> </ul> </li> <li>• For DISPENSERS: <ul style="list-style-type: none"> <li>○ For this reporting period, how many solicited reports were produced?</li> <li>○ For this reporting period, how many unsolicited reports were produced?</li> </ul> </li> <li>• For INDIVIDUALS AUTHORIZED TO CONDUCT INVESTIGATIONS: <ul style="list-style-type: none"> <li>○ For this reporting period, how many solicited reports were produced?</li> <li>○ For this reporting period, how many unsolicited reports were produced?</li> </ul> </li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II drugs?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II drugs from 5 or more PRESCRIBERS at 5 or more</li> </ul>



		<p>pharmacies?</p> <ul style="list-style-type: none"> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II drugs from 10 or more PRESCRIBERS at 10 or more pharmacies?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II drugs from 15 or more PRESCRIBERS at 15 or more pharmacies?</li> </ul>
		<ul style="list-style-type: none"> <li>• For this reporting period, how many non-liquid doses of the following were associated with INDIVIDUALS that filled prescriptions for Schedule II drugs: <ul style="list-style-type: none"> <li>○ Pain relievers.</li> <li>○ Tranquilizers.</li> <li>○ Stimulants.</li> <li>○ Sedatives.</li> </ul> </li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III drugs?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III drugs from 5 or more PRESCRIBERS at 5 or more pharmacies?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III drugs from 10 or more PRESCRIBERS at 10 or more pharmacies?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III drugs from 15 or more PRESCRIBERS at 15 or more pharmacies?</li> <li>• For this reporting period, how many non-liquid doses of the</li> </ul>

		<p>following were associated with INDIVIDUALS that filled prescriptions for Schedule II, III drugs:</p> <ul style="list-style-type: none"> <li>○ Pain relievers.</li> <li>○ Tranquilizers.</li> <li>○ Stimulants.</li> <li>○ Sedatives.</li> </ul> <ul style="list-style-type: none"> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III, IV drugs?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III, IV drugs from 5 or more PRESCRIBERS at 5 or more pharmacies?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III, IV drugs from 10 or more PRESCRIBERS at 10 or more pharmacies?</li> <li>• For this reporting period, how many INDIVIDUALS filled prescriptions for Schedule II, III, IV drugs from 15 or more PRESCRIBERS at 15 or more pharmacies?</li> <li>• For this reporting period, how many non-liquid doses of the following were associated with INDIVIDUALS that filled prescriptions for Schedule II, III, IV drugs: <ul style="list-style-type: none"> <li>○ Pain relievers.</li> <li>○ Tranquilizers.</li> <li>○ Stimulants.</li> <li>○ Sedatives.</li> </ul> </li> </ul>
<p>3) Increase coordination among PDMP partners (e.g., regulatory, health, law enforcement agencies).</p>	<p>The number of licensed PRESCRIBERS and DISTRIBUTORS trained formally in coordinating and sharing data.</p>	<ul style="list-style-type: none"> <li>• How many licensed PRESCRIBERS and DISTRIBUTORS were trained formally in coordination and data sharing?</li> <li>• How many PDMP partners were trained in coordination of data sharing?</li> </ul>
<p>4) Involve stakeholders in the planning process.</p>	<p>For planning grantees: Percentage of stakeholder involvement.</p>	<ul style="list-style-type: none"> <li>• Number of stakeholders engaged in the project through memorandums of understanding, meeting attendance, etc.</li> <li>• Total number of stakeholders necessary to affect policy change.</li> </ul>

The Office of Justice Programs (OJP) is currently reviewing performance measures for the Harold Rogers Prescription Drug Monitoring Program. These measures will be completed in the coming months, and grantees will be notified of the revised measures that they will be required to report on. By applying for this solicitation, all applicants agree that they will report on these measures when they are released.

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. 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 registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).

4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the Harold Rogers Prescription Drug Monitoring Program solicitation.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title 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.**
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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 GMS 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.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding,"

“Resumes”) for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Abstract (Attachment 1)**

Applicant must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying. The abstract must include a brief summary of the goals of the proposed project and a listing of the key/major deliverables of the proposed project. Applicant must use a standard 12-point font (Times New Roman is preferred) with 1-inch margins and must not exceed 1 page.

### **Program Narrative (Attachment 2)**

The program narrative must clearly state the category for which the applicant is applying. The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) 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 20 pages. Please number pages “1 of 20,” “2 of 20,” etc. Submissions that do not adhere to the format will be deemed ineligible.

### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget (in response to Selection Criteria 4) that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- For Planning applicants, include funding to support at least two staff to attend one 3-day national meeting in Washington, DC and one 2-day regional meeting within your region.
- For Implementation or Enhancement applicants, include funding to support at least two staff to attend two 3-day national meetings in Washington, DC and one 2-day regional meeting within your region.
- For Enhancement grants, up to 25 percent of enhancement funding can be used toward PDMP operating expenses. The remaining funds must be used to enhance the functioning of an existing program.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **Logic Model, Project Timeline, and Position Descriptions (Attachment 4)**

Attach a *Logic Model* that links key project activities with program goals and performance measures; *Project Timeline* (with an estimated start date of October 1, 2010) with each project goal, related objective, activity, expected completion date, and responsible person or

organization; and *Position Descriptions* for key positions. Do not include materials not requested in this attachment; additional material will not be reviewed. For details on the PDMP logic model, see PDMP FAQs.

## **Selection Criteria**

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

Describe the impact that the abuse and diversion of controlled substances is having on your state. Provide data to support your discussion. Explain the status of the PDMP in your state:

- For planning applicants, discuss the efforts that have been made to date in planning for a PDMP.
- For implementation applicants, discuss the efforts that have been taken to implement the system, in which department/agency the program will be housed, how many prescribers and dispensers there are in the state, and any problems they anticipate in implementing a program/pilot full scale.
- For enhancement applicants, discuss the current registration and utilization of the system of prescribers, dispensers, and law enforcement, how many dispensers report to the system, current training and registration efforts taken to date, results of any completed program analysis or evaluation, and the weaknesses of the current system.

### **2. Program Design and Implementation (40 percent of 100)**

**Strategy Overview (10 percent of 100):** A clear connection should be shown between the proposed strategy and the problem. Summarize the state's overall strategy to reduce the abuse and diversion of pharmaceutical controlled substances. Describe current law enforcement activities, public health initiatives, and/or government and industry partnerships addressing this problem and describe how the state's PDMP fits into this strategy. For Implementation and Enhancement applications, identify the statute that provides for a prescription drug monitoring database, the state agency that has been designated to carry out the mandates of this legislation, and how that agency is positioned to implement the activities proposed. For Enhancement applications that are proposing to implement information sharing with other state PDMPs using the PMIX specifications, identify the authority (either through statute or regulation) that allows information sharing with other states and describe the agency's capacity and readiness to implement the activities required for information sharing.

**Program Implementation (20 percent of 100):** Describe what the state proposes to do and how the state will do it. Include a logic model and a project timeline (Attachment 4). Explain how each task will support and/or enhance the development of the PDMP. For Enhancement applications that are proposing to implement information sharing with other state PDMPs using the PMIX specifications, applicants must clearly demonstrate the program implementation plan to become fully engaged in the PMIX system to share data with other states by the end of the grant period.

**Collaboration (10 percent of 100):** Identify who the state agency will collaborate with (e.g., state, regulatory, and law enforcement officials; public health officials; state substance abuse director; consumers), their responsibilities, and how the state will involve them in planning and/or implementing/enhancing the PDMP and providing outreach to the

community. Describe the strategy to collaborate with other public and private agencies and organizations. Include any previous collaboration that occurred in the PDMP.

**3. Capabilities/Competencies (10 percent of 100)**

Describe the management structure and staffing, specifically identifying the key person responsible for carrying out program activities. Demonstrate the capability to implement the project successfully.

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

Provide a proposed budget that is cost effective, complete, and allowable (Attachment 3). The budget must respond fully to criteria outlined under Budget and Budget Narrative (page 11).

**5. Impact/Outcomes, Evaluation, Sustainment, and Performance Measure Data Collection Plan (20 percent of 100)**

Explain how the state will know if the program works in order to assess the impact of its efforts. Describe the data the state has access to and/or will collect to show a reduction in diversion, abuse, and inappropriate use. Explain what will be measured, how the information will be used, and who is responsible for reporting on BJA performance measures. Current grantees should describe their progress toward compliance with current BJA performance measurement data reporting. Describe how efforts and partnerships will be leveraged to build long-term support and resources to sustain the PDMP when the federal grant ends.

## **Review Process**

OJP is committed to ensuring a fair and open 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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for 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.

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 (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information 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
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement



## **Application Checklist**

### **FY 2010 Harold Rogers Prescription Drug Monitoring Program**

The application checklist has been created to aid you in developing your application.

#### **Eligibility Requirement:**

##### Planning Applicants:

- State government without enabling statute or regulation
- Federal amount requested is within the allowable limit(s) of \$50,000.

##### Implementation/Enhancement Applicants:

- State government with enabling statute or regulation in place or pending
- Federal amount requested is within the allowable limit(s) of \$400,000
  
- Application submitted under the correct category

#### **The Application Components:**

- Abstract
- Program Narrative that includes the following:
  - Statement of the Problem/Program
  - Program Design and Implementation
  - Capabilities/Competencies
  - Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Budget Narrative
- Budget Detail Worksheet
- Logic Model
- Project Timeline
- Position Descriptions

#### **Program Narrative/Abstract Format:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 20 pages or less

#### **Required Forms and Other Components:**

- Standard 424 Form
- DUNS Number
- Central Contractor Registration (CCR)