

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



The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the National Initiatives: Addressing to Substance Abuse. This program furthers the Department's mission by improving the criminal justice system by assisting communities in responding to substance abuse-related crime.

National Initiatives: Addressing Substance Abuse FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning. For-profit organizations must agree to waive any profit or fees for services.

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 May 18, 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.

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

For assistance with any other requirement of this solicitation, contact Rebecca Rose, Policy Advisor, at (202) 514-0726 or by e-mail at Rebecca.Rose@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov.

Release Date: March 31, 2010

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National Initiatives: Addressing Substance Abuse CFDA #16.751

Overview

This FY 2010 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, in particular how to improve the response to substance abuse-related crime. This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program). Authorized by the Department of Justice Appropriations Act, 2010 (Pub. L. 111-117), the Byrne Competitive Program helps local communities improve the capacity of state and local criminal justice systems, prevent or combat juvenile delinquency, provide assistance to victims of crime (other than compensation), and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the “How to Apply” section, page 8, for more details.

Eligibility

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

National Initiatives: Addressing Substance Abuse—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 National Initiatives: Addressing Substance Abuse program, administered by the Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA), aims to improve the functioning of the criminal justice system and provide assistance to victims of crime (other than compensation) by providing assistance to communities in responding to substance abuse-related crime. Throughout the criminal justice system, there are demonstrably higher rates of substance abuse among offenders than among the general population. OJP provides many programs and services that assist communities in planning, implementing, and enhancing criminal justice responses such as tools for law enforcement to address the substance abusing offender, drug courts, jail and prison treatment programs, and reentry programs. The FY 2010 National Initiatives: Addressing Substance Abuse solicitation will focus on two critical issue areas that law enforcement and others in the criminal justice system encounter daily:

1. Drug-Endangered Children: Many law enforcement and public health professionals have witnessed the devastating effects experienced by children living in homes where drugs are being manufactured and used. As a result, multidisciplinary teams comprising law

enforcement, social services, medical providers, and prosecutors have emerged to jointly protect and secure the interests of the child victims while building cases against those who commit crimes.

2. **Pharmaceutical Crime:** The non-medical use of pharmaceutical drugs is a serious and growing public health concern. The diversion and abuse of pharmaceutical drugs has a significant impact on communities and represents a serious challenge to law enforcement. Diversion is often defined as the illegal acquisition of prescription drugs for personal use or profit and can involve theft, burglary, and illegal importation or distribution of prescription drugs. Violent and property crime associated with pharmaceutical diversion and abuse has increased in all regions of the United States over the past 5 years, according to the National Drug Intelligence Center (NDIC) [2009 National Drug Threat Survey](#) (NDTS).

Award Categories

Applicants may submit their proposals under any of the following categories. Applicants must clearly indicate in the abstract the category for which they are applying. Applicants must discuss the national significance of their proposed project under the chosen category.

Note: Applications that do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation. All applications must be national in scope.

CATEGORY 1: DRUG-ENDANGERED CHILDREN MULTIDISCIPLINARY TRAINING DEVELOPMENT AND DELIVERY

BJA expects to make one award under Category 1 for up to \$375,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2010.

Applications are solicited under Category 1 to develop and deliver training for prosecutors, child welfare workers, and other appropriate stakeholders that will focus on appropriate responses for cases involving drug-endangered children. The training should focus on a multidisciplinary approach to responding to drug-endangered children as well as consideration of the unique training needs of the individual stakeholders involved in a case. Applicants should also include a plan for the delivery of additional drug-endangered children training previously approved by BJA. The successful applicant will be required to work collaboratively with BJA's national partners working on substance abuse-related programs.

BJA is seeking a service provider with extensive knowledge and expertise in: 1) criminal justice and drug-endangered children issues; 2) developing core elements of a training program for state and local officials; 3) delivering training materials to practitioners using tools such as a classroom setting and distance learning; and 4) providing proactive, comprehensive, user-friendly technical assistance services. The provider(s) will:

- Work with experts in the field, including state and local drug-endangered children alliances, to inform and guide the development of the discipline-specific training program that will include stakeholders from state and local jurisdictions with programs already in place and subject-matter experts from federal partners and national organizations. The applicant should identify the target audience for the discipline-specific training program and/or multidisciplinary training and develop the intended outcomes and objectives.
- Create and implement a delivery plan for the training program to include the number of teams to be trained, a plan for how technical assistance will be delivered, and the

identification of subject-matter experts to serve as trainers.

- Create a materials production plan, including hard copy, CD/DVDs, and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars. The provider should maintain a web site that allows practitioners to request training and shares resources with the field.
- Develop a strategy for participants and trainers to evaluate the curriculum.
- Create and implement a plan to market the training to state and local officials.
- Ensure a presence at national and state events related to criminal justice to present information on drug-endangered children issues and the training and technical assistance available.

CATEGORY 2: PHARMACEUTICAL CRIME INVESTIGATION AND PROSECUTION TRAINING PROGRAM

BJA expects to make one award under Category 2 for up to \$1 million. The project period is up to 18 months, and the project start date should be on or after October 1, 2010.

Applicants are solicited under Category 2 to develop a training program that will support communities with implementing effective investigative and prosecutorial techniques for cases related to prescription drug diversion. The successful applicant will be required to work collaboratively with BJA's national partners working on substance abuse-related programs. Training program components should include, but are not limited to, the following:

- The issue of prescription drug diversion and the impact on the community, especially law enforcement.
- The identification of prescription drug abuse and diversion.
- The tools and resources needed to establish task forces specifically related to prescription drug diversion.
- The access and use of the state Prescription Drug Monitoring Program, if applicable.
- Effective investigative and data collection techniques required to build a case and how to work with prosecutors.
- Tools for prosecutors for cases related to pharmaceutical crime on how to identify and coordinate with local law enforcement in the investigation stage, including identification of key forensic evidence; how to make charging decisions and sentencing recommendations based on evidence, common practices, and prior offenses/risk assessment; proper utilization of experts at trial to introduce/explain evidence; and how to identify and overcome potential common defenses as it relates to pharmaceutical crime cases.
- Coordination and information sharing with local, state, and federal law enforcement agencies.
- Coordination with other entities such as public health agencies, pharmacy and medical boards, and professional organizations to provide educational outreach to practitioners and community members about the agency's efforts to deter pharmaceutical crime and make them aware of the problem and how to identify possible diversion.

BJA is seeking a service provider organization with extensive expertise, experience, and knowledge in: 1) pharmaceutical crime investigation and prosecution; 2) developing core elements of national training programs for state and local officials; 3) delivering training materials to practitioners using tools such as a classroom setting and distance learning; and 4) providing proactive, comprehensive, user-friendly services. The provider(s) will:

- Convene a Steering Committee to inform and guide the development of the training

program. Steering Committee members will include stakeholders from state and local jurisdictions with pharmaceutical crime investigation and prosecution expertise and subject-matter experts from federal partners and national organizations. The Steering Committee should identify the target audience for the training program and develop the intended outcomes, and objectives.

- Create and implement a delivery plan for the training program to include the number of teams to be trained, a plan for how technical assistance will be delivered, and the identification of subject-matter experts to conduct the train the trainers program.
- Create a materials production plan, including hard copy, CD/DVDs, and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars.
- Develop a strategy for participants and trainers to evaluate the curriculum.
- Create and implement a plan to market the training to state and local law enforcement officers and local prosecutors through extensive networks, web sites, and membership lists.
- Ensure a presence at national or state events related to criminal justice and substance abuse-related programs to present information on pharmaceutical crime issues as well as the training and technical assistance available.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/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 “**Selection Criteria**” (below), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1: Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the in-person training program.</p> <p>Percentage of trainees who completed the training who rated the in-person training program as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training program whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Number of trainees who rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Objective 2: Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of trainees who successfully completed the web-based learning program.</p> <p>Percentage of trainees who completed the training who rated the web-based learning program as satisfactory or better</p> <p>Percentage of trainees who completed the web-based learning program whose post -test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training • Completed an evaluation at the conclusion of the training. • Number of trainees who rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Objective 3: Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.</p>	<p>Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • 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 expressed satisfaction that the CD/DVD met their training needs.

<p>Objective 4: Increase the knowledge of criminal justice practitioners by providing training scholarships.</p>	<p>Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • 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 who reported in the survey that the training provided information that could be utilized in their job.
<p>Objective 5: Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<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 implemented one or more 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>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed. • Number who rated services as satisfactory or better. • Number of reports submitted to requesting agencies after onsite visits. • Number planning to implement at least some of the report recommendations. • Number of requesting agencies who completed an evaluation of services. • Number who reported the agency visit was useful. • Number of follow-ups with requesting agencies completed six months after onsite visit. • Number of peer-to-peer visits completed. • Number of peer visitors that implemented one or more policies or practices six months after they were observed at the visited site. • 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

		<p>other onsite services.</p> <ul style="list-style-type: none"> • Number who rated services provided as satisfactory or better.
<p>Objective 6: Increase information provided to BJA and the criminal justice community.</p>	<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>Number of visits to web sites.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held. • Number who evaluated advisory/focus groups as satisfactory or better. • 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. • Number of conference attendees who completed an evaluation at the conclusion of the conference. • Number who evaluated conference as satisfactory or better). • Number of web sites developed. • Number of web sites maintained. • Number of publications developed. • Number of publications disseminated. • Number of requests for information responded to.

<p>Objective 7: Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p>	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of training curricula developed. • Number of training curricula pilot tested. • Number of training curricula revised after being pilot tested.
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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/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays. 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. 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.
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/.

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 National Initiatives: Addressing Substance Abuse.
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, select the appropriate solicitation title for the intended purpose area of your application.
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 Consistent with 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.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Abstract," "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. 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)

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (i.e., Category 1: Drug-Endangered Children Discipline-Specific Training Development and Delivery). The abstract must include the goals of the project, a description of the strategies to be used, and a numerical listing of key/major deliverables. The abstract can be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

Program Narrative (Attachment 2)

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 not less than 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget and budget narrative in response to the Selection Criteria 4. Applicants must provide a budget 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. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

Project Timeline and Position Descriptions (Attachment 4)

Attach a 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.

Selection Criteria

1. Statement of the Problem (15 percent of 100)

Identify the precise problem to be addressed by the project. Provide specific data where available.

2. Project Design and Implementation (35 percent of 100)

Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Discuss the national significance of the program to improve the functioning of the criminal justice system. Tie program activities to goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as Attachment 4).

3. Capabilities/Competencies (25 percent of 100)

Fully describe the applicant(s) capabilities to implement the project and the competencies of the staff assigned to the project and the organization overall. Include position descriptions for key positions (as Attachment 4). In addition, applicants under Category 1 should demonstrate a sound knowledge of the issues practitioners face when responding to drug-endangered children. Applicants under Category 2 should demonstrate a sound knowledge of how law enforcement responds to pharmaceutical crime and the unique challenges of prosecuting these crimes at the state and local level. Applicants must demonstrate the ability to reach large audiences of law enforcement and prosecutors with this training.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost effective, and tied to the proposed activities (as Attachment 3).

5. Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures (15 percent of 100)

Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected, 2) how it will be collected, 3) how it will be assessed/analyzed, and 4) the process for reporting the findings and outcomes, which will measure the impact of the proposed efforts.

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance 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 the Bureau of Justice Assistance, 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.

- 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 National Initiatives: Addressing Substance Abuse

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

Eligibility Requirement:

Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organization, or institution of higher learning

The Application Components:

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

Abstract Format

- 12-point standard font
- Not less than 1" margins
- One page or less
- Indicates the solicitation category

Program Narrative:

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Narrative is 15 pages or less

Other:

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