



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) is pleased to announce that it is seeking applications for funding under the FY 2011 Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program. This program furthers the Department's efforts to assist states with developing effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning (including tribal institutions of higher education) with demonstrated expertise in assisting states with developing, implementing, and enhancing prescription drug monitoring programs. BJA encourages organizations or agencies to apply with expert knowledge of prescription drug monitoring programs, extensive knowledge of brokering and developing technical assistance, and willingness to work with other BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or management fees.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 11.) All applications are due by 11:59 p.m. eastern time on May 19, 2011. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#).

The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.Gov number assigned to announcement: BJA-2011-3003

Release date: April 4, 2011

CONTENTS

Overview	4
Deadlines: Registration and Application	4
Eligibility	4
Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program—Specific Information	4
Performance Measures	8
Notice of New Post-Award Reporting Requirements	11
How to Apply	11
What an Application Should Include	13
Information to Complete the Application for Federal Assistance (SF-424)	
Program Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria	16
Review Process	17
Additional Requirements	17
Application Checklist	19

Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program (CFDA #16.754)

Overview

BJA's Harold Rogers Prescription Drug Monitoring (PDMP) National Training and Technical Assistance Program supports the Harold Rogers Prescription Drug Monitoring Discretionary Grant Program. The grant program was created by the Department of Justice Appropriations Act, 2002 (Public Law 107-77) and has received funding under each subsequent year's Appropriations Act. To date, grants have been awarded to 47 states and 1 U.S. territory under this program. BJA is seeking a provider(s) to deliver training and technical assistance on a national level to PDMP grantees and other state agencies to assist them with developing effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on May 19, 2011. Please see the "How to Apply" section, page 11 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on May 19, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

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

Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program—Specific Information

Goals and Objectives

The primary purpose of PDMPs 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. States are eligible to apply for planning, implementation, or enhancement funding through the [Harold Rogers Prescription Drug Monitoring Discretionary Grant Program](#). The primary goal of the Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program is to provide a comprehensive array of training and technical assistance (TTA) to assist grantees and other key stakeholders. The FY 2011 solicitation will focus on two critical areas to support the implementation and enhancement of PDMPs:

1. Training and Technical Assistance

2. Advancement of Promising Practices and Assessments of PDMPs

Award Categories, Amount, and Length

Applicants may submit their proposals under any of the following categories. Applicants can apply to both categories, but two separate applications must be submitted. Applicants must clearly indicate in the abstract the category for which they are applying.

Note: Applications that do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Pending the outcome of the FY 2011 appropriations process anticipated in March 2011, BJA may make as few as no awards and as many as two awards this fiscal year under this program.

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.

CATEGORY 1: PRESCRIPTION DRUG MONITORING TRAINING AND TECHNICAL ASSISTANCE PROVIDER. Competition ID: BJA-2011-3004.

BJA expects to make one award under Category 1 for up to \$700,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2011.

BJA is seeking a TTA provider with extensive expertise in the following areas: 1) providing proactive, comprehensive, technical assistance services; 2) developing uniform protocols for the assessment and delivery of technical assistance, including tracking, evaluation, and follow-up; 3) using technical assistance strategies that include, but are not limited to, developing publications, teleconferencing, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone and e-mail; and 4) planning and hosting national and regional conferences. The successful applicant will be required to work collaboratively with BJA's national partners who support related programs.

Requirements and Deliverables

The TTA provider will:

- Serve as the primary technical assistance provider for PDMP grantees, providing technical assistance available online, via telephone, through onsite assistance, and through peer-to-peer consultations. Develop and maintain a PDMP technical assistance web site to include information produced by the TTA provider, links to state and national resources, and a mechanism for requesting technical assistance and providing feedback.
- Plan and execute a national conference for up to 150 participants including PDMP grantees, non-grantees who are planning a PDMP, federal officials, and other interested national organizations. The conference should include updates on grantees' efforts to implement and enhance PDMPs, updates from federal and national partners regarding efforts to combat prescription drug abuse, and opportunities for networking among conference attendees.
- Plan and execute two regional meetings for up to 50 people. Participants will include PDMP grantees and other key stakeholders (states looking to establish a PDMP and other local, national, and federal partners who contribute to the successful implementation of PDMPs) and will allow for neighboring states to share strategies for implementation and

enhancement of PDMPs and address regional concerns such as cross-border prescription drug abuse and interstate sharing. Expenses for participant travel other than grantees will be paid out of the service provider's budget. Plan for up to 15 nongrant recipient participants.

- Produce and electronically distribute a bi-monthly update on state PDMP implementation efforts; BJA and partner updates; upcoming conferences and training; and summaries of articles and reports about PDMPs, prescription drug abuse, diversion, and addiction, and technology improvements. Develop and maintain a listserv of key PDMP practitioners, including PDMP administrators, interested state contacts, prescription drug abuse experts, and federal and national partners.
- Plan and execute 2 special focus meetings on topics to be determined for up to 25 people for PDMP grantees and other key stakeholders (states looking to establish a PDMP and other local, national, and federal partners who contribute to the successful implementation of PDMPs). Expenses for all participant travel will be paid out of the service provider's budget.
- Advance implementation of the interstate data sharing hub into full production, enabling state PDMPs to share data. Include funding to support the transition of the temporary hub (currently housed at the Ohio Board of Pharmacy) to an entity that can maintain a permanent hub for interstate data sharing for states utilizing the Prescription Monitoring Information Exchange (PMIX) specifications as determined by BJA. Funding can be used to subcontract with an appropriate entity for this function or to institutionalize the hub in a permanent and ideally, an independently sustainable location. Decisions on where the hub should be housed and other relevant factors should be made in consultation with a BJA-designated advisory group consisting of PDMP administrators and with the approval of BJA.
- Provide intensive technical assistance to grantees and other states to implement interstate data sharing using the PMIX Hub and develop policy guidance that will allow states to share information. Coordinate, with BJA, the BJA PMIX Implementation Working Group to ensure grantees have the resources they need for timely implementation.
- Serve as a national resource for PDMP grantees and others to include information such as sample operational materials/forms, sample vendor Requests for Proposals (RFP), procedures for data collection, and manuals that describe the function and operations of the PDMP.
- Provide analysis/summaries of key information from states' statutes, regulations, and other programmatic functions regarding PDMPs.
- Assist grantees in collecting and reporting on required BJA performance measures.
- Support PDMP national and federal partners on related projects.

Please refer to the FY2011 solicitation for state PDMP funding for more information on the state grantee funding opportunities: [[Link to FY11 site solicitation](#)].

CATEGORY 2: PDMP CLEARINGHOUSE SERVICE PROVIDER TO ADVANCE PROMISING PRACTICES AND ASSESSMENT OF PDMPs Competition ID: BJA-2011-3005.

BJA expects to make one award under Category 2 for up to \$500,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2011.

Applicants are solicited under Category 2 to establish a clearinghouse of information for PDMP stakeholders and advance the field by focusing on the assessment of PDMPs, identifying promising practices, and work with national partners to increase the utilization and improve the benefits of PDMPs. The successful applicant will be required to work collaboratively with BJA's national partners working on related programs.

Requirements and Deliverables

The provider will:

- Serve as a clearinghouse of information, research findings, evaluation results and tools, statistics, epidemiological examinations, reports or other data sources from states that show outcomes and positive results for PDMPs, reports or other data sources from national or federal organizations that track prescription drug abuse trends, and other materials relevant to PDMP administrators, state and federal policy makers, and researchers. Develop and maintain a web site to include clearinghouse information.
- Identify and distribute different methodologies for assessing PDMP effectiveness and undertake and encourage research and evaluation to identify and improve the benefits of PDMPs.
- Provide and distribute analyses of researching findings to the field, prepare and distribute documents that highlight PDMP promising practices, and provide technical assistance and guidance to state PDMPs and their research partners to increase the availability of research findings.
- Engage national experts regularly to help inform clearinghouse content and set priorities for future direction on assessing PDMP effectiveness and promising practices to increase the utilization and improve the benefits of PDMPs.
- Develop methods and vehicles for states to report out on PDMP operations and effectiveness.
- In close coordination with the Training and Technical Assistance Provider selected under Category 1, assist grantees in collecting and reporting on required BJA program performance measures. Conduct and report out on data analysis of performance measure data semi-annually.
- Support PDMP national and federal partners on related projects.

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 OJP. 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 the applicant to adjust and resubmit its 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.

Match Requirement: This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 prescription drug monitoring knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better • Completed a pre- and post-test. • Had an improved post-test score over their pre-test
<p>Objective 2: Increase the prescription drug monitoring knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better • Completed a pre- and post-test. • Had an improved post-test score over their pre-test.
<p>Objective 3: Increase the prescription drug monitoring 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: Number of organizations receiving CD/DVDs.</p> <p>Number of organizations who responded to the survey.</p> <p>Number who expressed satisfaction that the CD/DVD met their training needs.</p>

<p>Objective 4: Increase the prescription drug monitoring 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: Number of training scholarships provided.</p> <p>Number of trainees who responded to the survey.</p> <p>Number who reported that the training provided information that could be utilized in their job.</p>
<p>Objective 5: Increase a criminal justice agency's ability to solve problems and/or modify policies or practices in relation to prescription drug monitoring.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of both timeliness and quality following completion of 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 implemented one or more recommended policies or practices six months after they were observed at the visited site.</p> <p>Percentage of agencies that requested other onsite services who rated the services provided as satisfactory or better.</p>	<p>For the current reporting period: Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of requesting agencies who rated services as satisfactory or better in terms of both timeliness and quality</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of requesting agencies that implemented one or more of the report recommendations six months after the onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer to peer visit.</p> <p>Number of peer visitors that implemented one or more recommended policies or practices six months after they were observed at the visited site.</p> <p>Number of other requested onsite services provided.</p> <p>Number of reports submitted to</p>

		<p>requesting agencies following other onsite services.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number of agencies that requested other onsite services who rated the services provided as satisfactory or better.</p>
<p>Objective 6: Increase PMDP program information and educational support to BJA and the criminal justice community.</p>	<p>Number of conferences or advisory/focus groups held.</p> <p>Percentage of participants who evaluated the advisory/focus groups as satisfactory or better.</p> <p>Percentage of conference participants who rated the conference as satisfactory or better.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Number of web sites developed and maintained.</p> <p>Number of visits to web sites.</p> <p>Percentage of resolved calls for assistance.</p>	<p>For the current reporting period: Number of advisory/focus groups held.</p> <p>Number of conferences held.</p> <p>Number of advisory/focus group participants who completed an evaluation.</p> <p>Number of participants who rated the advisory/focus group as satisfactory or better.</p> <p>Number of conference participants who completed an evaluation.</p> <p>Number of participants who rated the conference as satisfactory or better.</p> <p>Number of documents produced as a result of advisory/focus groups.</p> <p>Number of documents disseminated to the field as a result of advisory/focus groups.</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 requests for information received.</p> <p>Number of requests for information responded to.</p>
<p>Objective 7: Increase the prescription drug monitoring knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p>	<p>Number of curricula developed.</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: 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>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov/.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. 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 confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications 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 Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.754, titled "Harold Rogers Prescription Drug Monitoring Program," and the funding opportunity number is BJA-2011-3003.
6. **Select the correct Competition ID. Some OJP solicitations** posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation

with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. The 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 Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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 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.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program

narrative and a budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

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

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicant should provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category (Category 1 or 2) for which the applicant is applying. The abstract should include a brief summary of the goals of the proposed project and a listing of the key/major deliverables of the proposed project. Applicant should use a standard 12-point font (Times New Roman is preferred) with 1-inch margins and must not exceed 1 page.

3. Program Narrative

The program narrative should 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. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the Bureau of Justice Assistance as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

Further information is available under the Selection Criteria section, page 16.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Additional Attachments: Project Timeline, Resumes, and Letters of Support

Attach a *Project Timeline* (with an estimated start date of October 1, 2011) with each project goal, related objective, activity, expected completion date, and responsible person or organization; *Resumes* for key positions; and *Letters of Support* that demonstrate support of the project and outline the partners' responsibilities (if applicable). Do not include materials not requested in this attachment; additional material will not be reviewed.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent of 100)

Describe an understanding of the problem of prescription drug abuse and how state prescription drug monitoring programs are being implemented to address this problem, including an effective plan to transfer knowledge and best practices regarding PDMP. Describe the challenges states face in planning, implementing, or enhancing a PDMP and the need for training and technical assistance.

2. Program Design and Implementation (40 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. Identify strategies for developing and implementing the deliverables (see pages 5-7 for deliverable requirements for each category). For Category 1, describe how the logistical arrangements associated with the national and regional conferences will be handled (e.g., identification of sites, brokering/contracting with hotel, plans for staffing events, etc.).

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (include timeline under Additional Attachments).

3. Capabilities/Competencies (35 percent of 100)

Fully describe the applicant(s) capabilities to implement the project and the competencies of the staff assigned to the project. All applicants should demonstrate a sound knowledge of prescription drug abuse issues, the knowledge of the needs of practitioners involved in PDMPs, and the ability to translate this knowledge into practice into a variety of jurisdictions.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with prescription drug monitoring expertise to enhance the organization's and staff's experience in developing and providing training and technical assistance. For Category 1 applicants, describe the organization's capability to provide conference planning for the national and regional conferences.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcome Measures (5 percent of 100)

Explain how the program's effectiveness will be demonstrated. Describe the data the provider will collect to demonstrate effective services to the field. Explain what will be measured, how the information will be used, and who is responsible for reporting on BJA performance measures.

5. Budget (10 percent of 100)

Provide a proposed budget for the entire project period that is complete, allowable, cost effective, and tied to the proposed activities.

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 review 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, geographic diversity, 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 to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet 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 award decisions will be made by the Assistant Attorney General (AAG), who also may 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration

Application Checklist

FY 2011 Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- _____ Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organization, or institution of higher learning.
- _____ The federal amount requested is within the allowable limit(s) of: Category 1: \$700,000; Category 2: \$500,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Abstract (see page 14)
- _____ Program Narrative* (see page 14)
- _____ Budget Detail Worksheet* (see page 14)
- _____ Budget Narrative* (see page 14)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Project Timeline (see page 15)
- _____ Resumes (see page 15)
- _____ Letters of Support (see page 15)
- _____ Other Standard Forms as applicable (see page 15), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.