



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 Harold Rogers Prescription Drug Monitoring Program. This program furthers the Department's mission by providing resources to plan, implement, and enhance prescription drug monitoring programs to prevent and reduce misuse and abuse of prescription drugs and to aid in investigations of pharmaceutical crime.

Harold Rogers Prescription Drug Monitoring Program FY 2012 Competitive Grant Announcement

Eligibility

Planning Grants (Category 1): Applicants are limited to state¹ governments **without** enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency.

Implementation (Category 2) and Enhancement Grants (Category 3): 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.

Tribal Prescription Drug Monitoring Information Sharing Grants (Category 4): Applicants are limited to federally recognized Indian tribal governments as determined by the Secretary of the Interior.

Note: 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 by May 1, 2012.

Within Category 3, in FY 2012, funding priority will be given to state applicants who propose to implement information sharing with other state Prescription Drug Monitoring Programs within the grant period in conformance with the National Prescription Monitoring Information Exchange (PMIX) Architecture.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 13.) All applications are due by 11:59 p.m. eastern time on May 8, 2012. (See "Deadlines: Registration and Application," page 4.)

¹ "States" includes the 50 states, the District of Columbia, Commonwealth of Puerto Rico, Northern Mariana Islands, U.S. Virgin Islands, Guam, and American Samoa.

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 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-2012-3223

Release date: March 7, 2012

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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 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

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 8, 2012. See the "How To Apply" section on page 13 for details. Please note that while the deadline for submission is 11:59 p.m. eastern time on May 8, 2012, 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

Refer to the title page for eligibility under this program.

Harold Rogers Prescription Drug Monitoring Program—Specific Information

Goals and Objectives

PDMPs help prevent and detect the diversion and abuse of pharmaceutical controlled substances. Thirty-six states now have operational PDMPs and 12 states and 1 U.S. territory (Guam) have enacted legislation to establish a PDMP but are not fully operational. Under the BJA grant program, 12 awards were made in FY 2011 for states to implement or enhance a PDMP. Since inception of the grant program in FY 2002, grants have been awarded to 49 states and 1 U.S. territory to support their efforts to plan, implement, or enhance a PDMP.

Performance measure data results for current grantees can be found at:

www.ojp.usdoj.gov/BJA/grant/prescripdrugs.html.

The Harold Rogers Prescription Drug Monitoring Program allows for states' discretion as they plan, implement, or enhance a PDMP to accommodate local decision-making based on state laws and preferences, while encouraging the replication of promising practices. In FY 2012, the program is expanding to provide funding to federally recognized Indian tribal governments for the specific purpose of enabling tribal health care providers to provide data to and access data contained within state PDMPs.

Grant funds under this program can be used 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 under the PMIX Architecture 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, pharmacies, and regulatory boards to establish a comprehensive PDMP strategy.
- Enable federally recognized Indian tribal governments to establish the policy, legal, and technological infrastructure to share PDMP data from health care facilities with the appropriate state PDMP.

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.

In furtherance of states' goals to improve the monitoring of controlled substances, BJA supported the development of consensus-based, national standards to enable the interstate sharing of PDMP data. These standards and related operational guidelines have been referred to as the PMIX Specifications. Concurrently, in response to the needs of states, BJA supported the implementation of an operational interstate data sharing hub, known as the RxCheck to implement the PMIX Specifications and successfully piloted this operational solution between Kentucky and Ohio. The National PMIX Architecture now provides a framework within which states share data seamlessly back and forth across state borders regardless of their chosen technical solution.

Guidance materials and technical assistance are available to all state PDMPs that have the authority to exchange data beyond their state border. Funds should be used to implement information sharing with other state PDMPs within the grant period using technical solutions that are compliant with the National PMIX Architecture. Should an applicant propose to utilize the RxCheck Hub as its data sharing tool, a Letter of Commitment from another state must be included in the application that demonstrates its commitment to share data with the applicant state once the technology and appropriate agreements are in place. States that select the RxCheck Hub as their technical solution will also be required to participate in the PMIX Hub's Governance Group to ensure that the RxCheck Hub's future technical enhancements and developments continue to serve the needs of all user states.

Any organization using Office of Justice Programs grant funds, in whole or in part, to collect, aggregate, and/or share data on behalf of a government agency, must guarantee that the agency that owns the data and its approved designee(s) will retain unrestricted access to the data, in accordance with all applicable law, regulations, and BJA policy: a) in an expeditious manner upon request by the agency; b) in a clearly defined format that is open, user-friendly,

and unfettered by unreasonable proprietary restrictions; and c) at a minimal additional cost to the requestor (which cost may be borne by using grant funds).

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, the U.S. Center for Disease Control and Prevention, the U.S. Food and Drug Administration, and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment.

Priority Considerations

Based on promising practices identified by existing programs, BJA will give priority consideration to PDMPs that include:

- The provision of unsolicited prescription history reports to prescribers and dispensers.
- The authority and capability to exchange information with other state PDMPs in compliance with the PMIX Architecture.
- The ability to share statistical and/or de-identified prescription data with researchers for tracking trends in drug usage and abuse, analysis of patient demographics, identifying geographical areas of usage and abuse.
- The required electronic submission of data for prescriptions in Schedules II, III, IV, and V.
- The submission of data elements consistent with the most recent version of standards established by the American Society for Automation in Pharmacy.
- Access to collected data by federal, state, local, tribal law enforcement and public health officials, and regulatory boards.
- Confidentiality, security, and privacy provisions regarding the collected data.
- Education and outreach to stakeholders (i.e. prescribers, pharmacists, law enforcement and regulatory boards) on how to access and utilize prescription history reports.

For Category 3 applicants, funding priority will be given to applicants who propose to implement information sharing with other state PDMPs within the grant period in conformance with the National PMIX Architecture. Note that any state seeking Harold Rogers PDMP funding to engage in interstate data sharing must do so via a technical solution that is verified conformant with the National PMIX Architecture. At this time, RXCheck is the only conformant solution; however, check www.pmpalliance.org for an updated list of technical solutions that have been confirmed to be conformant with the National PMIX Architecture.

For more information on the National PMIX Architecture, visit the Alliance of States with Prescription Monitoring Programs web site at: www.pmpalliance.org/.

Amount and Length of Awards

A state should submit one application only in either Category 1, 2, or 3. Tribal governments should submit one application only under Category 4.

BJA anticipates it will make multiple awards for the amounts and projects periods identified for each category.

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

CATEGORY 1: PLANNING. Up to: \$50,000. Project period: 18 months. Competition ID: BJA-2012-3224.

States without a PDMP or pending or active legislation or regulations may apply for a planning grant. 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. Competition ID: BJA-2012-3225.

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 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. Competition ID: BJA-2012-3226.

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 in compliance with the National PMIX Architecture; expand monitoring to Schedules III, IV, and V; develop or enhance the capacity to provide unsolicited reports of controlled substance prescribing to authorized individuals or entities; 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 on their evaluations and include in their outcome measures rates of prescription drug diversion and overdose.

CATEGORY 4: Tribal Prescription Monitoring Information Sharing Grants. Up to: \$150,000. Project period: 18 months. Competition ID: BJA-2012-3227.

Tribal governments seeking to report to and request data from individual states' PDMPs for the purpose of equipping providers with prescription drug monitoring history data are eligible to apply for Tribal PDMP Data Reporting and Requesting Grants. Funds may be used to enable federally recognized Indian tribal governments to develop and implement the necessary legal, policy and technical infrastructure to support the reporting and requesting of patient-level controlled substance prescription dispensing data transmission from tribal and urban health care facilities (to include tribes, tribal organizations, or urban health programs operating under Indian Self-Determination and Education Assistance Act (ISDEAA) Title I Self-Determination Contracts, ISDEAA Title V Self-Governance Compacts, or Indian Health Care Improvement Act (IHCIA) Title V Contracts) to the state prescription drug monitoring program; facilitate the establishment of collaborations; develop a training program for system users and practitioners; and produce and disseminate educational materials.

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at: www.bjaperformancetools.org. Below are representative performance measures for each of the categories; the complete listing of performance measures can be found at:

www.bjaperformancetools.org/help/PDMPPerformanceMeasureGrid.pdf.

Planning Measures:

Objective	Measure	Data Grantee Provides
Develop a collaborative structure to guide the planning process for the establishment of a PDMP.	Number of agencies/entities participating in the planning process	During the reporting period, number of agencies (by type) participating in the planning process: A. Law enforcement agencies B. Public health agencies C. Agencies representing prescribers (such as medical boards, etc.) D. Agencies representing dispensers E. Other agencies F. Other stakeholders (besides state agencies)
	Percent of participating agencies that commit to provide resources for program implementation	A. Number of participating agencies/stakeholders B. Number of agencies/stakeholders who commit to providing resources for the program during the reporting period
	Percent increase in the use of relevant data to inform the planning process	A. Number of participating agencies/stakeholders B. Number of agencies/stakeholders who provide relevant data to inform the planning process during the reporting period
	Percent of objectives fully met	Have you established a task force, advisory committee, or work group to inform planning process? A. Please enter Yes or No B. If no, please explain Has your state introduced legislation to establish

		<p>a PDMP as a result of the planning process?</p> <p>A. Please enter Yes or No B. If no, please explain the status</p>
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Implementation Measures:

Objective	Measure	Data Grantee Provides
<p>Category 2 and 3</p> <p>Support coordination among PDMP partners to increase compliance and use of the PDMP.</p>	<p>Number of licensed individuals (by profession type) that were trained in the use of the state's PDMP system</p>	<p>For the current reporting period:</p> <p>A. Total number of licensed individuals by profession type (prescribers, pharmacists, and personnel authorized to conduct investigations) in your state</p> <p>B. Number of licensed prescribers in your state that issued one or more controlled substance prescriptions Number of licensed individuals by type (prescribers pharmacists, and personnel authorized to conduct investigations) that were formally trained (in a classroom setting) in the use of the PDMP system</p> <p>C. Number of licensed individuals by type (prescribers pharmacists, and personnel authorized to conduct investigations) that were informally trained (via the internet, mass mailings, etc.) in the use of the PDMP system</p>
	<p>Percent of dispensers (organizations/ pharmacies) who are in compliance with reporting requirements</p>	<p>For the current reporting period:</p> <p>A. Total number of dispensers (organizations/ pharmacies) who are required to report in the PDMP</p> <p>B. Of the number of dispensers (organizations/ pharmacies) required to report in the PDMP (A value), the number that did report in the PDMP</p> <p>C. Percent of dispensers (organizations/ pharmacies) who are in compliance with reporting requirements</p>
	<p>Number of prescribers, dispensers, and personnel authorized to conduct investigations that are registered users of the PDMP</p>	<p>For the current reporting period:</p> <p>A. Total number of prescribers registered to use the PDMP</p> <p>B. Number of dispensers registered to use the PDMP</p> <p>C. Number of personnel authorized to conduct investigations registered to use the PDMP</p>
	<p>Percent increase in reports generated</p>	<p>During the current reporting period, by type of user:</p> <ul style="list-style-type: none"> • Number of intra- and inter-state solicited reports to end user • Number of intra- and inter-state unsolicited reports to end user

		<ul style="list-style-type: none"> Total number of reports Total number of reports during the previous reporting period
	Number of individuals that filled prescriptions from multiple pharmacies.	<p>For the current reporting period:</p> <p>A. Total number of individuals that filled prescriptions by Schedule (II, III, and /or IV)</p> <p>B. Total number of individuals the filled prescriptions by Schedule (II, III, and/or IV) from X (5, 10, 15 or more) number of prescribers at X (5, 10, 15 or more) number of pharmacies</p>
	Type and number of non-liquid doses filled by individuals filling prescriptions from multiple pharmacies	<p>For the current reporting period:</p> <p>A. How many non-liquid doses of Pain relievers were associated with individuals that filled prescriptions by Schedule (II, III, and/or IV) from X (5, 10, 15 or more) number of prescribers at X (5, 10, 15 or more) number of pharmacies?</p> <p>B. How many non-liquid doses of Tranquilizers were associated with individuals that filled prescriptions by Schedule (II, III, and/or IV) from X (5, 10, 15 or more) number of prescribers at X (5, 10, 15 or more) number of pharmacies?</p> <p>C. How many non-liquid doses of Stimulants were associated with individuals that filled prescriptions by Schedule (II, III, and/or IV) from X (5, 10, 15 or more) number of prescribers at X (5, 10, 15 or more) number of pharmacies?</p> <p>D. How many non-liquid doses of Sedatives were associated with individuals that filled prescriptions by Schedule (II, III, and/or IV) from X (5, 10, 15 or more) number of prescribers at X (5, 10, 15 or more) number of pharmacies?</p>
<p>Category 4</p> <p>Provide support to Tribal governments seeking to report to and request data from individual states' PDMPs for the purpose of equipping providers with prescription drug monitoring history data.</p>	<p>Percentage of stakeholder involvement</p> <p>Percent of objective(s) fully met</p> <p>Percent increase in reports generated</p>	<p>Total number of stakeholders necessary to develop and implement the necessary legal, policy, and technical infrastructure to support the effort</p> <p>Number of stakeholders engaged in the effort</p> <p>Have the following objective(s) been met:</p> <ul style="list-style-type: none"> Legal, policy and technical infrastructure established for reporting and requesting dispensing data Tribal health care providers provide data to and access data contained within state PDMPs <p>During the current reporting period, by type of user:</p> <ul style="list-style-type: none"> Number of intra- and inter-state solicited

	<p>Number of materials developed</p> <p>Number of educational materials disseminated</p> <p>The number of individuals trained formally in coordinating and sharing data</p>	<p>reports to end user</p> <ul style="list-style-type: none"> • Number of intra- and inter-state unsolicited reports to end user • Total number of reports • Total number of reports during the previous reporting period <p>Number of materials developed to include:</p> <ul style="list-style-type: none"> • Training program for systems users and practitioners • Educational materials <p>Number of educational materials disseminated</p> <p>Number of individuals trained by profession type</p>
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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. Refer to the section “What an Application Should Include” on page 15 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 protection regulations. 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 Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.

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** or **606-545-5035**, 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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. 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 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. 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. 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-2012-3223.
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. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **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. 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

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 e-mail the BJA Justice Information Center as identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by BJA.** 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.

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, including firewalls.

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

What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Detail Worksheet and Budget Narrative should be combined in one document and must contain **both** narrative and detail information.

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.

2. Program Abstract

Applicant should provide an abstract identifying the applicant's name, title of the project, dollar amount requested, category for which the applicant is applying, and the statute that provides for a prescription drug monitoring database (Category 2 or 3 applicants). 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 should 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. 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.
- e. Plan for Measuring Program Success to Inform Plans for Sustainment

Further information is available under the Selection Criteria section, page 18.

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, 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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.

Additional Budget Requirements:

- For Category 1 Planning or Category 4 Tribal PDMP Reporting and Requesting 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 Category 2 Implementation or Category 3 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 Category 3 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.

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/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

7. Additional Attachments: Logic Model, Project Timeline, Position Descriptions, and Letters of Agreement

Attach a *Logic Model* that links key project activities with program goals and performance measures (for details on the PDMP logic model, see the PDMP FAQs); *Project Timeline* (with an estimated start date of October 1, 2012) with each project goal, related objective, activity, expected completion date, and responsible person or organization; and *Position Descriptions* for key positions. Should an applicant propose to utilize the RXCheck Hub as its data sharing tool, a Letter of Commitment from another state must be attached that demonstrates its commitment to share data with the applicant state once the technology and appropriate agreements are in place. Do not include materials not requested in this attachment; additional material will not be reviewed.

8. 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. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- 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 submitted)

Selection Criteria

The following six 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 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 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 (Category 1), discuss the efforts that have been made to date in planning for a PDMP.
- For Implementation applicants (Category 2), 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 (Category 3), 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. For applicants proposing to implement information sharing with other state PDMPs using the PMIX specifications, discuss the need for interstate data sharing, describe the current barriers in place to implement interstate data sharing, and discuss the efforts that have been taken to implement interstate data sharing.
- For Tribal Prescription Monitoring Information Sharing applicants (Category 4), identify the state PDMP(s) your government wishes to share data with, access data from, and efforts that have been taken to establish and formalize relationships between required participant entities.

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. For Categories 1, 2, and 3, 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 Category 3 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.

For Category 4 applications that are proposing to share tribal health facility information with a specific state PDMP, summarize the tribal government's overall strategy to reduce the abuse and diversion of pharmaceutical controlled substances; current law enforcement activities, public health initiatives, and/or tribal government and industry partnerships addressing the problem and how access to and participation in specific PDMPs contributes to this strategy. Specifically discuss how the proposed activities will be implemented by the applicant.

Program Implementation (20 percent of 100): Describe what the state/tribal government proposes to do and how the state/tribal government will do it. If applicable, describe how the state/tribal government will address the priority considerations listed on page 6. Include a logic model and a project timeline. Explain how each task will support and/or enhance the development of the PDMP (for Categories 1, 2, and 3) or the tribal government's capacity to respond to prescription drug abuse in the identified community.

For Category 3 applications that are proposing to implement information sharing with other state PDMPs in compliance with the National PMIX Architecture, applicants must clearly demonstrate the program implementation plan share data with other states, including the identification of the specific technical solution they plan to employ, by the end of the grant period.

Collaboration (10 percent): Identify who the state agency/tribal government 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/tribal government will involve them in the project and provide outreach to the community. Describe the strategy to collaborate with other public and private agencies as appropriate and organizations. Include any previous collaboration that occurred that will help to achieve these goals.

3. Capabilities/Competencies (15 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. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcome Measures (10 percent of 100)

For Planning applicants (Category 1) and Tribal Prescription Monitoring Information Sharing applicants (Category 4), identify a plan for responding to BJA performance measures and who will be responsible for data collection and reporting.

For all other applicants (Categories 2 or 3), 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 as a result of program implementation or enhancement. 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.

5. Plan for Measuring Program Success to Inform Plans for Sustainment (10 percent of 100)

Describe how efforts and partnerships will be leveraged to build long-term support and resources to sustain the PDMP (Categories 1, 2, and 3) or the Tribal Prescription Monitoring Information Sharing initiative or planning process when the federal grant ends. Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery.

6. Budget (10 percent of 100)

Provide a proposed budget for the entire project period that is complete, reasonable and allowable, cost effective, and necessary for project activities. See the additional budget and budget narrative requirements on page 16.

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. Applications that meet basic minimum requirements 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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 Harold Rogers Prescription Drug Monitoring Program

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

Eligibility Requirement:

- Applicant is a state or tribal government.
- The federal amount requested is within the allowable limit(s) of: Category 1: \$50,000; Category 2: \$400,000; Category 3: \$400,000; or Category 4: \$150,000.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 15)
- Program Abstract (see page 15)
- Program Narrative* (see page 16)
- Budget Detail Worksheet*(see page 16)
- Budget Narrative* (see page 16)
- Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 17)
- Tribal Authorizing Resolution (if applicable) (see page 17)
- Additional Attachments (see page 17)
 - Logic Model
 - Project Timeline
 - Position Descriptions
 - Letter of Agreement (if applicable)
- Other Standard Forms as applicable (see page 17), including:
 - 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.