



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

Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives FY 2012 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting communities to develop, implement, and enhance drug courts.

BJA encourages applications from organizations which have expert knowledge of drug courts; extensive experience in brokering and developing technical assistance; experience in identification of best practices; program documentation, resource compilation, and information dissemination; and a willingness to work with BJA and other partners as a member of a training and technical assistance (TTA) collaborative. For-profit organizations must agree to waive any profit or fees for services. Applicants are encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 15) All applications are due by 11:59 p.m. eastern time on June 14, 2012. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the 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-2012-3315

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Adult Drug Court Planning, Training, Technical Assistance and Resource Center Initiatives CFDA #16.585

Overview

The purpose of the Adult Drug Court Discretionary Grant Program (42 U.S.C. 3797u et seq.) is to provide financial and technical assistance to states, state courts, local courts, units of local government, and Indian tribal governments to develop and implement drug courts that effectively integrate evidenced-based substance abuse treatment, mandatory drug testing, sanctions and incentives, and transitional services in a judicially supervised court setting with jurisdiction over substance-abusing offenders. Selected providers under this solicitation will support the Adult Drug Court Discretionary Grant Program (42 U.S.C. 3797u et seq.) grantees as well as the adult drug court field-at-large. BJA is seeking providers for the following five categories of activities:

1. Delivery of population-specific drug court planning training (adult, veterans, and tribal).
2. Delivery of a menu of 22 approved onsite and online adult drug court curricula.
3. Provision of jurisdictional or site-specific technical assistance.
4. Provision of state-based technical assistance.
5. Management of the National Drug Court Resource Center.

Providers selected for all five categories are expected to participate as part of a drug court TTA collaborative to assist state, tribal, and local justice system officials and treatment professionals to implement evidence-based drug court practices.

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 June 14, 2012. See the “How To Apply” section on page 15 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on June 14, 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.

Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives—Specific Information

The primary purpose of the Adult Drug Court Discretionary Grant Program (ADCDGP) is to provide resources to state, local, and tribal governments and state and local courts to establish

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or enhance adult drug courts and systems for nonviolent substance-abusing offenders. An “adult drug court” is a court program managed by a multidisciplinary team that responds to the offenses and treatment needs of offenders who have a drug addiction. Drug courts are funded through a separate BJA grant solicitation to serve only nonviolent offenders¹ and BJA-supported drug courts must be operated in accordance with BJA’s and the National Association of Drug Court Professionals’ publication [Defining Drug Courts: The Key Components](#). The solicitation addresses statutory requirements, the ten key components, and seven design features as described in the latest drug court research.

Under this program, selected providers are responsible for providing TTA to a myriad of drug court models including Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Courts; Co-Occurring Substance Abuse and Mental Health Courts; Reentry Courts; Veterans Treatment Courts; and Tribal Healing to Wellness Courts. Providers must also be proficient in program designs and corresponding key components or principles as defined in the following links: [Tribal Healing to Wellness Courts](#), [Veterans Treatment Courts](#), [DUI Courts](#), and [Mental Health Courts](#).

Goals, Objectives, and Deliverables

The overall goal of the Adult Drug Court TTA Program is to assist operational adult drug treatment court programs in the development and implementation of improved program practices for increased program effectiveness and long-term participant success. BJA envisions a collaborative model of cooperating partners to assist operational courts with their individual goals of building and maximizing capacity; ensuring offenders are identified and assessed for risk and need; ensuring offenders receive targeted research-based services; enhancing the provision of recovery support services; ensuring the provision of community reintegration services to achieve long term recovery; and assisting in collecting and reporting on performance measures and identify and explain trends. Thus, BJA will select fully qualified organizations to assist in the execution of this mission through the Adult Drug Court Planning Initiative, Adult Drug Court Training Initiative, the site-specific and state-based Technical Assistance (TA) Program, and the National Drug Court Resource Center.

1. The goal of the Planning Initiative is to implement and manage the annual Adult Drug Court Planning Initiative training, which focuses on educating teams using a standardized core curriculum based on adult learning theory and the key components of a drug court.

¹ Programs funded through this solicitation may not, with Adult Drug Court Discretionary Grant Program funding or matched funding, serve violent offenders. As defined in 42 U.S.C. 3797u-2, a “violent offender” means a person who—(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct—(A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. A BJA Adult Drug Court Discretionary Grant Program-funded drug court may, at its own discretion and after taking a valid assessment of risk into consideration, choose to provide services to an offender that is otherwise excluded from this program if the grantee is using non-federal (including match) funding to provide the services to that offender. BJA strongly encourages the use of valid risk assessment instruments and consideration of public safety needs in this local decision-making process.

2. The goal of the Training Initiative is to plan, deliver, evaluate, market, and modify a menu of training courses and publications for improved drug court team functioning, and more effective services and better outcomes for drug court participants.
3. The goal of the Jurisdictional or Site-Specific Technical Assistance Program is to assist operational adult drug treatment court programs in the development and implementation of program practices for increased program effectiveness and long-term participant success.
4. The goal of the State-Based Drug Court Technical Assistance Program is to provide direct support to state agencies to enhance the leadership of the statewide drug court effort and improve coordination and collaboration among drug courts statewide in order to achieve statewide performance measurement and to standardize drug court operations.
5. The goal of the National Drug Court Resource Center is to collect, maintain, and disseminate information about drug court operations, best practices, and trends.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA is seeking applications from eligible organizations under one or any combination of the following five categories. Applicants may submit applications under one or more categories. Applicants must clearly indicate which category they are responding to in the program abstract. A separate application and budget must be submitted for each category.

BJA anticipates that it will make several awards for the amounts and project periods indicated below.

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. ADULT DRUG COURT PLANNING INITIATIVE. Grant amount: Up to \$1,600,000. Project period: 12 months. Competition ID: BJA-2012-3316

BJA is seeking a provider(s) to implement and manage the Adult Drug Court Planning Initiative (DCPI), which consists of a standardized core curriculum based on adult learning theory and the 10 key components of a drug court (see [Defining Drug Courts: The Key Components](#)). The selected provider will be expected to update these curricula to ensure that they incorporate the latest in drug court research. It is expected that the training provider will conduct no more than

five population-specific training sessions consisting of no more than 10 drug court teams each over a 12-month period. Each 5-day training will host up to 10 planning teams comprised of a judge, prosecutor, defense attorney, treatment provider, coordinator, probation officer, law enforcement officer, and evaluator. Applicants must provide all logistical support associated with the DCPI, Veterans Treatment Court Planning Initiative (VTCPI), and Tribal Healing to Wellness Planning Initiative (THWPI) including the online application process, identification of training sites, delivery of the 5-day training, and reimbursement of participants' per diem costs.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Develop and manage the DCPI, VTCPI, and THWPI competitive online application process.
- Identify and recommend to BJA up to 10 planning teams per training consisting of 8 team members.
- Identify five training locations in conjunction with drug court mentor sites and coordinate all logistical and meeting activities. A list of mentor courts can be found at www.ndcrc.org, keyword "mentor courts."
- Ensure expert consultants or staff delivered in-person training.
- Contact all teams to prepare for the 5-day training program.
- As possible, provide travel and per diem scholarships for team participants to attend the training.
- Lead each team through the 5-day BJA-approved Adult Drug Court Planning curriculum, resulting in implementation of a drug court program.
- Provide each team member with a training manual with faculty and staff contacts, all presentations, supporting resource materials, and training exercises.
- Provide post-training TA to assist up to 10 teams with finalizing an implementation plan for operating an adult drug court.
- Develop and administer an evaluation instrument to teams to capture feedback about each training session.
- Modify training curriculum as necessary to ensure the latest in drug court research findings with regard to the offender population best served by drug courts, use of risk and needs assessments, and drug court services and operations.
- Make available for download or online streaming all Adult Drug Court Planning Initiative training sessions.

CATEGORY 2. ADULT DRUG COURT TRAINING INITIATIVE. Grant amount: Up to \$1,250,000. Project period: 12 months. Competition ID: BJA-2012-3317

BJA is seeking a training provider(s) to plan, deliver, evaluate, market, and modify a menu of training courses and publications for improved drug court team functioning and more effective services and better outcomes for drug court participants.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Contribute to the Drug Court Training Initiative web page on the National Drug Court Resource Center web site and prioritize a menu of the following BJA-approved drug court trainings and learning objectives based on demand: (1) Comprehensive Drug Court Judicial Training; (2) Comprehensive Drug Court Coordinator Training; (3) Comprehensive Drug Court Prosecutor Training; (4) Comprehensive Drug Court Defense Attorney Training; (5) Comprehensive Drug Court Treatment Provider Training; (6) Comprehensive Drug Court Community Supervision Training; (7) Comprehensive Drug Court Case Management Training; (8) The Promise of Drug Court; (9) A Paradigm Shift; (10) Targeting and Eligibility;

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(11) Psychopharmacology; (12) Treatment: What Works; (13) Team Building; (14) Confidentiality; (15) Motivational Interviewing; (16) Operational Tune-up Training; (17) Incentives and Sanctions; (18) Ensuring the Sustainability of Drug Court Programs; (19) Supervising Methamphetamine Addicts in Drug Court; (20) Cultural Competency for Drug Court Practitioners; (21) Improving Your Drug Court Outcomes for Individuals with Co-Occurring Disorders; and (22) Law Enforcement.

- Enable local jurisdictions, states, tribes, and other organizations to request courses for operational drug court practitioners.
- Develop and clearly communicate a mechanism to determine drug courts training needs (local/regional/state-based) and respond accordingly in order to maximize training dollars and increase training participation, utilization, and adoption. Develop and implement a prioritization process to fulfill training requests.
- Conduct a training needs assessment with applicants to identify gaps in current knowledge and practices to ensure appropriate course selection.
- Conduct training to meet customer needs and evaluate training effectiveness and relevance.
- Develop train-the-trainer sessions to build capacity of state administrative court offices to meet training needs of drug courts within states.
- Maintain relevance of curricula and update curricula based on newly identified training needs.
- Continue ongoing review of all training and incorporate the latest drug court research findings.
- Annually convene state drug and other problem solving court coordinators for a 2-day training symposium in Washington, D.C.
- Develop and maintain a roster of expert drug court training consultants; each drug court discipline should be represented in the roster of expert consultants.
- Provide \$50,000 in scholarships to meet rural drug court training needs.

CATEGORY 3. ADULT DRUG COURT SITE-SPECIFIC TECHNICAL ASSISTANCE PROGRAM. Grant amount: Up to \$1,200,000. Project period: 12 months. Competition ID: BJA-2012-3318

BJA is seeking an experienced provider to deliver intensive TA to a pool of approximately 210 adult implementation and enhancement grantees, while also identifying and delivering supportive services to the adult drug court field-at-large.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Develop uniform TA request and response protocols.
- Provide proactive, culturally competent, comprehensive, and user-friendly TA, including developing publications, teleconferencing, peer-to-peer consultations, onsite TA, and ongoing TA by phone and e-mail.
- Develop and maintain an ADCDGP TA web site to include information produced by the TA provider, tools for grantees, links to appropriate resources including the National Drug Court Resource Center, and a mechanism for requesting TA and providing feedback.
- Develop a tool for grantees to assess their progress in achieving the goals of their grant, (including [Defining Drug Courts: The Key Components](#), team functioning, target population and eligibility, data collection, performance measurement, and sustainability), and use information to inform how TA will be delivered.
- Conduct site visits for ADCDGP grantees (including facilitating strategic planning meetings, conducting trainings, assisting with program design, reviewing data collection and analysis strategies, and advising grantees on meeting their objectives), and prepare a report for BJA

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within 60 days after each site visit that summarizes findings and recommended next steps. Follow-up, offsite assistance should be provided to implement any recommendations.

- Identify and maintain a list of expert consultants for TA support to grantees; consultants should represent all of the drug court team disciplines.
- Plan for and host distance learning opportunities such as webinars and subject-specific conference calls.
- Develop and maintain a listserv of ADCDGP grantees for regular updates and communication among ADCDGP grantees.
- Identify and summarize best practices and lessons learned to share with other jurisdictions regarding implementing or expanding drug court programs.
- Assist grantees in collecting and reporting on program performance measures.
- Review quarterly BJA progress reports (both data and narrative), identify common needs, and use information to inform the TTA strategy.
- Participate in GrantStat with BJA staff for ADCDGP Grantees. Through GrantStat, a process to examine the performance of grant programs by tracking and comparing grantee and program performance along selected key indicators, BJA management and staff examine the performance of the programs funded by BJA by tracking grantee and program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. Within this framework, the TTA provider is required to participate (via phone or in-person) in regular meetings and report on information and key findings from their interaction with the grantees.
- Support national partners and the drug court collaborative on related projects and maintain a presence at national or state drug court conferences and training events, budgeting travel costs appropriately.
- Create an instrument for TA customer evaluation and feedback to communicate their level of satisfaction with the services provided, tracking and reporting results to BJA.

CATEGORY 4. STATE-BASED ADULT DRUG COURT TECHNICAL ASSISTANCE PROGRAM. Grant amount: Up to \$250,000. Project period: 12 months. Competition ID: BJA-2012-3319

BJA is seeking an experienced TA provider to assist BJA statewide enhancement grantees and other states to: (1) provide direct support to state agencies to enhance the leadership of the statewide drug court effort, (2) improve coordination and collaboration among drug courts statewide, (3) achieve statewide performance measurement, and (4) standardize drug court operations. The TA provider should effectively implement TA strategies, including assistance in: (a) measuring performance of drug courts statewide, (b) evaluating the statewide impact of drug courts, (c) developing statewide drug court management information system (MIS) solutions, and (d) developing statewide strategies for drug court coordination and training to include online learning resources.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Develop uniform TA request and response protocols.
- Provide proactive, culturally competent, comprehensive, user-friendly TA via teleconferencing, peer-to-peer consultations, onsite TA, and ongoing TA by phone and e-mail.
- Develop and maintain a statewide ADCDGP TA web site to include information produced by the TA provider, tools for grantee success, links to appropriate resources including the

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National Drug Court Resource Center, and a mechanism for requesting TA and providing feedback.

- Deliver onsite TA to states, including facilitating strategic planning meetings, reviewing data collection and analysis strategies, and advise grantees on meeting their objectives and performance measures. Follow-up assistance should be provided to help implement any recommendations.
- Identify and maintain a list of expert consultants whose experience best fit the needs of the grantees.
- Plan for and host distance learning opportunities such as webinars and subject-specific conference calls for states on drug court coordination topics.
- Evaluate statewide drug court coordination and identify key lessons learned that can be shared with other states regarding implementing statewide drug court strategies.
- Assist states in collecting and reporting program performance measures by developing statewide MIS and evaluation components.
- Assist states in implementing a systems approach to increase participant levels of high risk/high need offenders in existing drug courts.
- Support national and federal partners and the drug court collaborative on related projects and maintain a presence at national or state drug court conferences and training events, budgeting travel costs appropriately.
- Create an instrument for TA customer evaluation and feedback to communicate their level of satisfaction with the services provided; track and report results to BJA.

CATEGORY 5. NATIONAL DRUG COURT RESOURCE CENTER. Grant amount: Up to \$400,000. Project period: 12 months. Competition ID: BJA-2012-3320

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

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- Maintain and update the national drug court data base of program information, including program type, jurisdiction, location, court and judges involved, BJA and other funding sources, implementation status, and other descriptors as requested by BJA.
- Conduct an annual survey of drug courts nationwide and publish findings in a report for online dissemination on topics agreed upon by BJA.
- Produce a minimum of four online Drug Court Fact Sheets per year to address relevant topics in the drug court field.
- Review relevant and cutting edge research in the drug court field and develop an annual "Drug Court Review" publication.
- Work with BJA and others to develop a searchable, online map of U.S. drug courts.
- Collect, maintain, catalog, and make available drug court operational documents such as policies and procedures manuals; research findings; and evaluation summaries.
- Develop and disseminate materials (FAQs, bulletins, etc.) on drug court activity, including operational characteristics, emerging issues, research, and statutory and case law development, and offer current drug court materials from the field via program summaries.
- Support national and federal partners and the drug court collaborative on related projects and maintain a presence at conferences, workshops, focus groups, strategic planning

meetings, and training events related to drug court programs, budgeting travel costs appropriately.

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 that the applicant adjust and resubmit its budget.

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 of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work. Award recipients will be required to report the applicable performance measures quarterly in BJA's online Training and Technical Assistance Reporting System (TTARS), located here: www.bjaperformancetools.org/. Below are sample performance measures. A complete listing of the performance measures can also be found here: www.bjaperformancetools.org/tta2/View/BJATTARSReportingMatrix.pdf

Objectives	Performance Measure	Data Grantee Provides
To assist operational adult drug treatment court programs in the development and implementation of improved program practices through training and technical assistance.	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better	For the current reporting period: Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job Number of curricula developed Number of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	For the current reporting period, number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
		For the current reporting period: <ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite

	<p>Percentage of requesting agencies who rated services as satisfactory or better</p> <p>Percentage of requesting agencies that were planning to implement one or more recommendations</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p>	<p>visits</p> <ul style="list-style-type: none"> • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> a) in terms of timeliness b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit <ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit <ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
	<p>Number of conferences or advisory/focus groups held</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percent of web sites developed and maintained</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held • Number of advisory/focus group attendees who completed an evaluation • Number of advisory/focus group attendees who rated the advisory/focus group as satisfactory or better <ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/resources disseminated <p>Number of web sites developed</p>

	<p>Percent increase in the number of visits to web sites</p> <p>Percentage of information requests responded to</p>	<p>Number of web sites maintained</p> <p>Number of visits to web sites during the previous reporting period</p> <p>Number of visits to web sites during the current reporting period</p> <ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to
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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 x 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, 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.** 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 16.585, titled "Drug Court Discretionary Grant Program," and the funding opportunity number is BJA-2012-3315.
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. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Applicant Information Page

The first page of the program narrative must include the applicant information page which should contain the following information in the order listed. This page should be brief and does not count toward the 20-page limit for the program narrative.

- List the category of funding requested (1, 2, 3, 4, or 5)
- The applicant should clearly describe how their agency and its mission will contribute to the overall goals of the Adult Drug Court Training and Technical Assistance collaborative. The overall goals of the drug court TTA collaborative are to collectively assist 2,600 operational adult drug treatment court programs in the development and implementation of improved program practices for increased program effectiveness and long-term participant success. The applicant should also describe how they will collaborate with consultants, other partners and organizations to assist state and local

justice system officials and treatment professionals with the implementation of evidence-based practices.

- The applicant should describe their agency experience in the following areas: (1) ability to provide culturally competent, interactive drug court training services based on adult learning theory; (2) ability to tailor assistance to the target audience; (3) ability to develop and expanding online and distance learning resources; and (4) ability to develop uniform protocols for evaluating and reporting on programming and drug court trends.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) listed below in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should 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. Evaluation, Aftercare, Sustainment, and 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 BJA 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

Refer to the Selection Criteria, page 20, for the specific components of what the narrative should include.

4. Budget Detail Worksheet and Budget Narrative

Applicants must provide a separate itemized budget for each year of grant activity. A total budget for the grant period should follow to include all combined federal and non-federal expenditures. Applicants must submit the budget worksheets and budget narrative in one file.

Applicants should allocate funds for up to eight people to attend the National Drug Court Training Conference or one BJA-sponsored training per year. A list of BJA-approved drug court trainings can be found on the National Drug Court Resource Center web site at www.NDCRC.org.

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 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/funding/pdfs/indirect_costs.pdf.

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

Attach a project timeline with each category, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

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. 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

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

Category 1 (Planning): Provide a thorough understanding of the need for transferring knowledge and providing training to drug court planning teams. Describe the challenges communities face in planning and implementing local drug courts and the need for responsive training.

Category 2 (Training): Provide a thorough understanding of the need for transferring knowledge and providing training to operational drug court practitioners. Describe the challenges communities face in implementing and enhancing local drug courts and the need for responsive training.

Category 3 (Site-Specific Technical Assistance): Describe the challenges communities face in implementing and enhancing local drug courts and the need for technical assistance.

Category 4 (State-Based Technical Assistance): Describe the challenges states face in coordinating drug court efforts statewide and the need for technical assistance.

Category 5 (National Drug Court Resource Center): Describe the challenges drug court practitioners face in accessing information and resources and the need to maintain a central repository and coordinated dissemination.

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

Categories 1, 2, 5: Planning, Training, and National Drug Court Resource Center

Describe the goals, objectives, and deliverables for disseminating relevant information to ADGDGP grantees (both individual drug court and statewide grantees) and the universe of drug courts. Identify strategies for designing and implementing the deliverables. Provide a timeline for completing the tasks and identify the percentage of time that will be dedicated by the individuals responsible for the tasks. Identify strategies to disseminate on-site training, distance learning broadcasts, and other cost effective ways to transfer knowledge and best practices. Describe strategies for prioritizing and arranging training events for jurisdictions displaying the highest need and how logistical arrangements associated with that training will be handled (e.g., identification of cost effective training sites in accordance with OJP Conference Cost requirements, work plan development and approval, and follow-up reporting).

Categories 3, 4: Site-Based and Statewide Technical Assistance

Describe the goals, objectives, and deliverables for providing drug court TA to local jurisdictions and/or state-level agencies. Identify strategies for designing and implementing TA including the provision of distance learning, conference calls, roundtables, and other cost effective ways to disseminate information. Describe strategies for prioritizing and arranging technical assistance events for jurisdictions displaying the highest need and how logistical arrangements associated with that training will be handled (e.g., identification of cost effective training sites in accordance with OJP Conference Cost requirements, work plan development and approval, and follow-up reporting).

3. Capabilities/Competencies, All Categories (30 percent of 100)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential trainings or projects outlined. Illustrate the ability to manage complex training programs and projects effectively. Detail the organization's experience to support successful completion of those training programs and projects. Outline how the organization will recruit and partner with consultants and/or experienced drug court organizations to provide training or projects. Describe how the applicant will coordinate with other partnering agencies to identify emerging threats, common trends and themes within the drug court portfolio and direct assistance to practitioners to respond to those needs.

4. Impact/Outcomes, Evaluation, and Performance Measure Data Collection Plan, All Categories (10 percent of 100)

Describe the process you will use to measure the performance of your project. This should include measures of adhering to project timelines, meeting deliverables schedules, obtaining input from customers, and seeking feedback from stakeholders. Identify the person or group who will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section. Describe any baseline data that will be used, the method you will use to store data, and any safeguards you will put in place to protect personally identifiable information (PII). Describe how you will use your findings to improve your program, and finally, describe how you'll share the measureable results of your program with your customers and stakeholders. Award recipients will be required to report the performance measures in BJA's online Training and Technical Assistance Reporting System (TTARS).

5 Budget and Budget Narrative, All Categories (10 percent of 100)

Provide a proposed budget and budget narrative that is complete, reasonable and allowable, cost effective, and necessary for project activities

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA 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. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. 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 BJA, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to

determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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
- Civil Rights Compliance Specific to State Administering Agencies
- 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 Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives

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

Eligibility

_____ For-profit (commercial) organization, nonprofit organization, faith-based and community organization, or institution of higher learning with demonstrated expertise in assisting communities develop, implement, and enhance drug courts.

The Federal Request is within Allowable Limits and not to exceed:

_____ \$1,600,000 for Category 1: DCPI Planning
_____ \$1,250,000 for Category 2: Training
_____ \$1,200,000 for Category 3: Site-Based Technical Assistance
_____ \$250,000 for Category 4: State-Based Technical Assistance
_____ \$400,000 for Category 5: National Drug Court Resource Center

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 17)
_____ Applicant Information Page (see page 17)
_____ Program Narrative* (see page 18)
_____ Budget Detail Worksheet* and Budget Narrative* (see page 18)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 16)
_____ Indirect Cost Rate Agreement (if applicable) (see page 18)
_____ Additional Attachments (see page 19):
 _____ Time Task Plan
 _____ Resumes
 _____ Letters of Support
_____ Other Standard Forms as applicable, including (see page 19):
 _____ 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.