

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives. This program furthers the Department's mission by assisting communities to develop effective drug court strategies for nonviolent substance-abusing drug court participants.

Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives FY 2016 Competitive Grant Announcement Applications Due: May 31, 2016

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit and for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) with demonstrated expertise in assisting communities to develop, implement, and enhance drug courts. For-profit organizations must agree to forgo any profit or management fee.

BJA encourages applications from organizations that 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. If necessary, in order to provide the range of expertise and experience to complete all objectives and deliverables under each category, BJA welcomes applications whose proposals include collaboration among multiple providers in one application. BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 31, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

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 email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9211

Release date: March 31, 2016

Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goals, Objectives, and Deliverables	5
Evidence-Based Programs or Practices	11
B. Federal Award Information	12
Type of Award	13
Financial Management and System of Internal Controls	13
Budget Information	14
Cost Sharing or Matching Requirement	14
Pre-Agreement Cost (also known as Pre-award Cost) Approvals	14
Limitation on Use of Award Funds for Employee Compensation; Waiver	14
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	15
Costs Associated with Language Assistance (if applicable)	15
C. Eligibility Information	15
Limit on Number of Application Submissions	15
D. Application and Submission Information	15
What an Application Should Include	15
How to Apply	25
E. Application Review Information	29
Selection Criteria	29
Review Process	31
F. Federal Award Administration Information	32
Federal Award Notices	32
Administrative, National Policy, and other Legal Requirements	32
General Information about Post-Federal Award Reporting Requirements	33
G. Federal Awarding Agency Contact(s)	33
H. Other Information	34
Provide Feedback to OJP	34
Application Checklist	35

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

CFDA #16.585

A. Program Description

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 drug court participants. 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 state-based and jurisdictional or site-specific technical assistance.
4. Provision of tribal healing to wellness court technical assistance.
5. Management of the National Drug Court Resource, Policy, and Evidence-based Practice 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.

Program-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 or enhance adult drug courts and systems for nonviolent substance-abusing individuals. An “adult drug court” is a court program managed by a multidisciplinary team that responds to the offenses and treatment needs of justice-involved individuals who have a drug addiction. Drug courts are funded through two separate BJA grant solicitations to serve our nation’s veterans and nonviolent adult, tribal, co-occurring, and DUI participants¹. BJA-supported drug courts must

¹ With the exception of Veterans Treatment Courts, 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

be operated in accordance with BJA's and the National Association of Drug Court Professionals' (NADCP) publication [Defining Drug Courts: The Key Components](#). The solicitation addresses statutory requirements, the ten key components, and the NADCP adult drug court standards.

Under this program, selected providers are responsible for providing TTA to a myriad of drug court types including Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Courts; Co-Occurring Substance Abuse and Mental Health 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 potential drug court participants are identified and assessed for risk and need; ensuring drug court participants 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) for local and tribal jurisdictions, and the National Drug Court Resource, Policy and Evidence-based Practice Center.

1. The goal of the Planning Initiative is to train newly forming drug court teams to understand their roles and responsibilities, and successfully implement and sustain an evidence-based drug court program.
2. The goal of the Training Initiative is to plan, deliver, evaluate, market, and modify a menu of drug court training courses and publications for improved drug court team functioning, to result in, and sustain, better team functioning, understanding and implementation of what research says works for the more effective drug court implementation and operations.
3. The goal of the Site-Specific and State-Based Technical Assistance Program is to assist operational BJA-funded adult drug treatment court programs in the development, implementation, and sustainment of evidence-based program practices for increased program effectiveness and long-term participant success as well as to provide direct support to state agencies, prioritizing those states which are recipients of BJA's statewide drug court grants, to enhance the leadership of the statewide drug court effort and improve coordination and effectiveness of drug courts statewide including focusing on statewide standards, assessment, strategic planning, and performance measurement.

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 individual that is otherwise excluded from this program if the grantee is using non-federal (including match) funding to provide the services to that individual. BJA strongly encourages the use of valid risk assessment instruments and consideration of public safety needs in this local decision-making process.

4. The goal of the Tribal Healing to Wellness Court Technical Assistance program is to assist tribal drug court programs in the development, implementation, and sustainment of program practices for increased program effectiveness and long-term participant success.
5. The goal of the National Drug Court Resource, Policy and Evidence-based Practice Center (currently the [National Drug Court Resource Center](#)) is to collect, maintain, and disseminate information about drug court activity, operations, best practices, and trends. The center will also develop policy papers, fact sheets, and other deliverables such as social media to inform the field on what the research says works, and to test new ideas including methods for bringing drug courts to scale.

CATEGORY 1. ADULT DRUG COURT PLANNING INITIATIVE (COMPETITION ID: BJA-2016-9482)

BJA is seeking a provider(s) to implement and manage the 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 receive all current curricula and speaker notes and 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 50 population-specific training sessions over a 12-month period. Each 2.5-day training will host up to 10 planning team members, which includes a judge, prosecutor, defense attorney, treatment provider, coordinator, probation officer, law enforcement officer, and evaluator. Applicants must coordinate all logistics associated with the Adult Drug Court Planning Initiative (ADCPI), Veterans Treatment Court Planning Initiative (VTCPI), and Tribal Healing to Wellness Planning Initiative (THWPI), including the online application process to determine the 50 sites each year, identification of training sites, delivery of the 2.5-day training, and reimbursement of faculty per diem costs.

Requirements and Deliverables

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

- Develop and manage the ADCPI, VTCPI, and THWPI competitive online application process.
- Identify and recommend to BJA up to 50 sites to be trained per year consisting of 10 team members.
- Ensure expert consultants or staff deliver in-person training. (All manuals, PowerPoints, and presenters notes will be available to the recipient post-award.)
- Contact all teams to prepare for the 2.5-day training program.
- Lead each team through the 2.5-day BJA-approved ADCPI, VTCPI, and THWPI, 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 50 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 and use feedback to improve future trainings.
- Deliver state-based planning training to assist those jurisdictions within several targeted state(s) that have repeatedly applied for federal funding yet were never awarded due to their inability to address evidence-based principles and practices.
- Modify training curriculum as necessary to ensure the latest in drug court research findings with regard to the population best served by drug courts, use of risk and needs assessments, and drug court services and operations.

- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.
- Make available for download or online streaming all Adult Drug Court Planning Initiative training sessions.
- Follow-up with trained drug court teams and track implementation process, note implementation challenges and provide limited on-going technical assistance.
- Work with Adult Drug Court Technical Assistance provider to transition the provision of any on-going, longer term technical assistance to trained teams.
- Oversee and facilitate mentor court peer learning sessions for 10 training locations in conjunction with existing 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.”
- As possible, provide travel and per diem scholarships for team participants to attend the mentor court site.

CATEGORY 2. ADULT DRUG COURT TRAINING INITIATIVE (COMPETITION ID: BJA-2016-9483)

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 website 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; (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 court’s 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.
- 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.
- Develop and maintain a roster of expert drug court training consultants. Each drug court

discipline should be represented in the roster of expert consultants.

- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.
- Train practitioners on leveraging Medicaid for the drug court population and how to leverage Medicaid expansion to increase drug court capacity.
- Develop a training on conducting and using risk/needs assessment of drug court participants to determine eligibility, program track placement, and supervision and treatment/program assignment and dosage.

CATEGORY 3. ADULT DRUG COURT SITE AND STATE-BASED TECHNICAL ASSISTANCE PROGRAM (COMPETITION ID: BJA-2016-9484)

There are two parts to Category 3: a) adult drug court site-based TTA and b) adult drug court state-based TTA. The provider selected under 3a will provide TTA to BJA's Adult Drug Court Program Implementation and Enhancement grantees and Joint BJA/Center for Substance Abuse Treatment Adult Drug Court Enhancement Program grantees and the field at large. The provider selected under 3b will provide TTA to BJA's Adult Drug Court Program Statewide grantees and state court problem solving court field at large. Applicants can apply under one or both categories.

3A) SITE-BASED

BJA is seeking an experienced provider to deliver intensive TA to a pool of approximately 230 adult, tribal, DUI/DWI, veterans, and co-occurring 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 for adult drug courts, DUI/DWI, and veterans' treatment courts, including teleconferencing, peer-to-peer consultations, onsite TA, and ongoing TA by phone and email.
- Develop and maintain an ADCDGP TA website to include information produced by the TA provider, tools for grantees, links to appropriate resources including the National Drug Court Resource, Policy and Evidence-based Practice Center, and a mechanism for requesting TA and providing feedback.
- Develop a tool to assess drug court fidelity to the Ten Key Components and evidence-based practices such as those identified in the National Association of Drug Court Professionals Adult Drug Court Best Practice Standards. This assessment should be used to assist BJA grantees to improve their operations and effectiveness and to meet grant goals and objectives and also be available as a resource to the field at large. The information gleaned from these assessments should be used to develop and inform an overall TA strategy and tailored approaches for assisting each site.
- Propose methods for drug courts to conduct self-assessment of their drug court functioning as a guide to requesting technical assistance.
- 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 submit a report to BJA 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.
- Develop and implement a mechanism to track implementation of TA 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.
- Assist grantees in using data and program performance to ensure drug court sustainability.
- Review quarterly BJA progress reports (both data and narrative), identify common needs, and use information to inform the TTA strategy.
- TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or 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. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.
- Support national partners and the drug court TTA collaborative on related projects and maintain a presence at national or state drug court conferences and training events, budgeting travel costs appropriately.
- Implement an instrument for TA customer evaluation and feedback to communicate their level of satisfaction with the services provided, tracking and reporting results to BJA.
- Convene an annual in-service training for TTA staff and consultants to ensure all providers of TTA have mastery of drug court evidence-based practices and in assisting drug courts with the assessments mentioned earlier and in developing a TTA plan. Plan to include all TTA provider organizations and their staffs in the training also.
- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.

3b) STATE-BASED

Also in this category, 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. Following are additional requirements and deliverables for statewide TA delivery.

Requirements and Deliverables

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

- 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 statewide drug court capacity and increase levels of high risk/high need participants in existing drug courts.
- Track and assist states that are developing standards/certification processes to ensure the operation of drug courts with fidelity to evidence-based practices.
- Assist states to build state administrative court office capacity to meet training, tracking and implementation of evidence-based practices of drug courts.
- Assist states in using data and program performance to ensure drug court sustainability.
- Coordinate local drug court TA provision with statewide drug court coordinator, if appropriate. 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.
- Convene an annual Statewide Drug Court Roundtable to assist with statewide drug court coordination and identify key lessons learned that can be shared with other states regarding implementing statewide drug court strategies.
- Lead the Drug Court TTA Collaborative to implement a telemedicine technology strategy for drug court practitioners.
- Maintain a drug court National Online Learning System. <http://www.drugcourtonline.org/>
- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.

CATEGORY 4. TRIBAL HEALING TO WELLNESS DRUG COURT SITE-SPECIFIC TECHNICAL ASSISTANCE PROGRAM (COMPETITION ID: BJA-2016-9485)

BJA is seeking an experienced provider to deliver intensive Tribal Healing to Wellness Court TA to a pool of approximately 40 Tribal Healing to Wellness Courts, while also identifying and delivering support services in collaboration with the state drug court administrators.

Requirements and Deliverables

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

- Provide a wide range of comprehensive on-site/off-site TTA, including peer-to-peer consultations, teleconferencing, and quarterly webinars;
- Provide additional on-site technical assistance in response to Tribal Healing to Wellness Court grantees;
- Provide a wide range of presentations and trainings, including at least one national and/or regional enhancement training;
- Assist tribes in using data and program performance to ensure drug court sustainability.
- Disseminate “Tribal Healing to Wellness Court” publications, including:
 - The Key Components, 2nd ed.,
 - Tribal Healing to Wellness Courts, A Preliminary Overview
 - Case Management
 - Treatment Guidelines
- Complete project administrative and web based tasks including the maintenance of the Wellness Court website (www.WellnessCourts.org).
- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.

CATEGORY 5. NATIONAL DRUG COURT RESOURCE, POLICY AND EVIDENCE-BASED PRACTICE CENTER (COMPETITION ID: BJA-2016-9486)

BJA is seeking an experienced provider to operate the National Drug Court Resource, Policy and Evidence-based Practice Center (Resource Center). The goal of the Resource Center is to equip all drug court practitioners with access to a myriad of drug court resources including

recent evidence-based findings, training and technical assistance, publications, webinars, and a searchable online drug court library. The Resource Center will also aim to reduce the time from dissemination of evidence-based practices to adoption of those practices. The Resource Center will serve to continually update the field on the latest research on what works in all drug court types, and will produce publications and multi-media approaches to disseminate, and promote uptake of, evidence-based practices in the drug court field. This also requires analyzing, compiling, and continually updating information on national drug court activity and emerging issues and maintaining an extensive online curated reference collection of drug court materials. Resource Center staff also 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 database 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.
- With a strong focus on the dissemination of evidence-based practices, produce drug court fact sheets, videos, social media opportunities, podcasts, and interactive webinars. These deliverables can also address emerging topics in the drug court field.
- Identify, engage, and use as presenters experts who represent the spectrum of the drug court field (judiciary, treatment, court administration/coordination, community supervision, policing, research, prosecution, defense, case management, etc.).
- 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 maintain a searchable, online map of U.S. drug courts, also incorporating BJA and other federal drug court grant information.
- Collect, curate, 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 TTA 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.
- Work with the Drug Court TTA Collaborative to ensure their materials, findings, and events are disseminated via the National Center.
- Serve as a resource to states and BJA’s TTA providers engaging in the Justice Reinvestment Initiative, to better understand how scaling of evidence-based drug court operations within a state may be a part of policy recommendations to reduce the prison population.
- Examine and improve appropriate screening protocols and practices for drug court eligibility and participation in order to reduce institutional bias/racism.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

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 estimates that it will make up to 6 awards for 12-month projects periods beginning on October 1, 2016 for the amounts indicated below.

Category 1. Adult Drug Court Planning Initiative. Grant amount: up to \$1,600,000. Competition ID: BJA-2016-9482

Category 2. Adult Drug Court Training Initiative. Grant amount: up to \$1,800,000. Competition ID: BJA-2016-9483

Category 3a. Adult Drug Court Site-Based Technical Assistance Program. Grant amount: up to \$1,850,000. Competition ID: BJA-2016-9484

Category 3b. Adult State-Based Technical Assistance Program. Grant amount: up to \$550,000. Competition ID: BJA-2016-9484

Category 4. Tribal Healing To Wellness Drug Court Site-Specific Technical Assistance Program. Grant amount: up to \$550,000. Competition ID: BJA-2016-9485

Category 5. National Drug Court Resource, Policy And Evidence-Based Practice Center. Grant amount: up to \$800,000. Competition ID: BJA-2016-9486

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of

the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award²

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity³) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

² See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

³ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Budget Information

Cost Sharing or Matching Requirement

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

For additional cost sharing and matching information, see the [Financial Guide](#).

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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.⁴ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

⁴ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated 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. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (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).

Intergovernmental Review: This funding opportunity (program) is not subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

Applicants should include the following:

- List the category of funding requested (1, 2, 3a/3b, 4, or 5)
- The applicant should clearly describe potential partnerships and how the 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 3,000 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 expand online and distance learning resources; and (4) ability to develop uniform protocols for evaluating and reporting on programming and drug court trends.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

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

To demonstrate program progress and success, as well as to assist the Department with fulfilling its 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 done under this solicitation. OJP will require any award

recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Post award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatraining.org/working-with-nttac/providers>

For direct questions and guidance on account set up and data entry email the BJA NTTAC Concierge Team at nttac@bjatraining.org.

Performance measures for this solicitation are as follows:

Objectives	Catalog ID	Performance Measure	Data Grantee Provides
Support the development, implementation, and sustainment of comprehensive, evidence-based, community-oriented substance abuse reduction strategies in targeted drug courts through training and technical assistance.	458	Number of trainings conducted	For the current reporting period: Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	228	Number of participants who attend the training	
	239	Percentage of participants who successfully completed the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based)
	235	Percentage of participants who rated the training as satisfactory or better	<ul style="list-style-type: none"> • Completed the training • Completed an evaluation at the conclusion of the training
	215	Percentage of participants trained and subsequently demonstrated performance improvement	<ul style="list-style-type: none"> • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who: <ul style="list-style-type: none"> • Received a scholarship
	144	Number of curricula developed	<ul style="list-style-type: none"> • Completed the training
	520	Number of curricula that were pilot tested	<ul style="list-style-type: none"> • Completed a survey at the conclusion of the training
	521	Percentage of curricula that were revised after pilot testing	<ul style="list-style-type: none"> • 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

			<ul style="list-style-type: none"> Revised after being pilot tested
Support the development, implementation, and sustainment of comprehensive, evidence-based, community-oriented substance abuse reduction strategies in targeted drug courts through training and technical assistance.	12 11	<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>For the current reporting period:</p> <ul style="list-style-type: none"> Number of onsite visits completed Number of reports submitted to requesting agencies after onsite visits 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
	247 246 526	<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>	<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 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
Increase information provided to BJA and the drug treatment community	147	Number of conferences or advisory/focus groups held	<p>For the current reporting period:</p> <ul style="list-style-type: none"> Number of conferences or advisory/focus groups held

	493	Percentage of advisory/focus groups evaluated as satisfactory or better.	<ul style="list-style-type: none"> • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated <ul style="list-style-type: none"> ○ Number of web sites developed. ○ Number of web sites maintained. • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period • Number of information requests • Number of information requests responded to
		Number of publications developed	
	144	Number of publications disseminated	
	145		
	492	Percent of web sites developed and maintained.	
	486	Percent increase in the number of visits to web sites	
	354	Percentage of information requests responded to	

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Funding Resource Center](http://oip.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://oip.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the "de minimis" indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the "de minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁵

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Project Timeline, Résumés, and Letters of Support

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

b. Work Product Examples

Attach 2-3 examples of relevant products the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.)

c. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding

⁵ See 2 C.F.R. § 200.414(f).

to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.”).

d. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other

current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
 - ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 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 number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program," and the funding opportunity number is BJA-2016-9211.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
- 7. Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the

problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 31, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

Selection Criteria

1. Statement of the Problem (15%)

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 and State-Based Technical Assistance): Describe the challenges communities face in implementing and enhancing local drug courts and the need for technical assistance. Describe the challenges states face in coordinating drug court efforts statewide and the need for technical assistance.

Category 4 (Site-Specific Tribal Technical Assistance) Describe the challenges communities face in implementing and enhancing tribal healing to wellness drug courts and the need for technical assistance.

Category 5 (National Drug Court Resource, Policy, and Evidence-Based Practices Center): Describe the challenges of disseminating information in such a way to reduce the time to adoption of evidence-based practices amount drug courts. Describe the challenges drug court practitioners face in accessing information and resources and the need to have a coordinated information dissemination tool.

2. Project Design and Implementation (40%)

- Address each goal, objective, and deliverable under the relevant category (see pages 6-12). Identify specific strategies and approaches 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.

If applicable:

- 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).

- 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 (25%)

- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential trainings or projects outlined.
- Describe the qualifications/capabilities of any proposed subrecipient(s).
- Illustrate the ability to manage complex training/technical assistance/resource center 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/technical assistance/resource center projects.
- Describe how the applicant will coordinate with other partnering agencies to identify emerging issues, common trends and themes within the drug court portfolio and direct assistance to practitioners to respond to those needs.
- Provide specific examples of the organization's experience partnering with other entities to produce products (training/technical assistance/resource center).
- Attach 2-3 examples of relevant products the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.)

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

- 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.

5. Budget and Budget Narrative, All Categories (10%): Complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant

expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁶

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see [What an Application Should Include](#) under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits

⁶ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy requirements⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports; semi-annual progress reports; final financial and progress reports; and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

⁷ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

H. Other Information

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist FY 2016 Adult Drug Court Planning, Training, Technical Assistance, and Resource Center Initiatives

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 26)

_____ Acquire or renew registration with SAM (see page 27)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 27)

_____ Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 27)

_____ Select the correct Competition ID (see page 27)

_____ Download Funding Opportunity and Application Package (see page 27)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 15)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 27)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact BJA regarding experiencing technical difficulties (see page 28)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

The Federal Request is within allowable limits and not to exceed:

_____ \$1,600,000 for Category 1: DCPI Planning

_____ \$1,800,000 for Category 2: Training

_____ \$2,400,000 for Category 3: Site and State-Based Technical Assistance (3a and 3b)

_____ \$ 550,000 for Category 4: Tribal Healing to Wellness court Technical Assistance

_____ \$ 800,000 for Category 5: National Drug Court Resource Center

Eligibility Requirement:

_____ For-profit (commercial) organization, nonprofit organization (including tribal nonprofit and for-profit organizations), faith-based and community organization, or institution of higher education (including tribal institutions of higher education) with demonstrated expertise in assisting communities to develop, implement, and enhance drug courts.

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 16)
_____	Project Abstract	(see page 16)
_____	Program Narrative*	(see page 17)
_____	Budget Detail Worksheet*	(see page 21)
_____	Budget Narrative*	(see page 21)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 21)
_____	Applicant Disclosure of High Risk Status	(see page 22)
_____	Additional Attachments	
_____	Project Timeline, Résumés, and Letters of Support	(see page 22)
_____	Work Product Examples (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.)	(see page 22)
_____	Applicant Disclosure of Pending Applications	(see page 22)
_____	Research and Evaluation Independence and Integrity	(see page 23)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 25)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 25)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 14)

*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.