

**BJA Adult Drug Court and Veterans Treatment Court Planning,
Training, Technical Assistance, and Resource Center Initiative
FY 2019 Competitive Grant Announcement**

February 27, 2019

This solicitation has been changed to reflect a new link for the DOJ Grants Financial Management Online Training on page 13. Thank you for your attention to this update.

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 and Veterans Treatment Court Planning, Training, Technical Assistance, and Resource Center (ADC TTA) Initiative. This program furthers the Department's mission by providing resources to state, local, and tribal courts to enhance drug court programs and systems for nonviolent offenders with addictions, including those related to opioid abuse and overdose; and to enhance veterans treatment court programs and systems for offenders with both addictions and a history of violence related to post-traumatic stress disorder (PTSD) as a result of their service.

BJA Adult Drug Court and Veterans Treatment Court Planning, Training, Technical Assistance, and Resource Center Initiative FY 2019 Competitive Grant Announcement

Applications Due: April 16, 2019

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal 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.

BJA is seeking applications from entities that have:

- Expert knowledge of drug courts, including the type or types of courts to be served;
- Extensive experience in brokering and developing technical assistance;
- Experience in identification of best practices;
- Program documentation, resource compilation, and information dissemination experience;
- The willingness to work with BJA and other partners as a member of a training and technical assistance collaborative; and
- Expert knowledge on the sustainability of drug courts.

In order to provide the range of expertise and experience to complete all the objectives under each category, BJA welcomes applications whose proposals include collaboration with multiple providers in one application; however, only one application by any particular applicant entity will be considered. Any others must be proposed as subrecipients

(subgrantees).¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. An entity may also be proposed as a subrecipient (subgrantee) in more than one application.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA may elect to fund applications submitted under this fiscal year (FY) 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/home.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on April 16, 2019.

To be considered timely, an applicant must submit by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

OJP encourages all applicants 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, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

(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/ncichat/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.

For information on frequently asked questions (FAQ), visit <http://ndcrc.org/wp-content/uploads/2018/05/FY2018-FAQs-.pdf>.

Grants.gov number assigned to this solicitation: BJA-2019-15086

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BJA Adult Drug Court and Veterans Treatment Court Planning, Training, Technical Assistance, and Resource Center Initiative

CFDA #16.585

A. Program Description

Overview

BJA provides a range of training and technical assistance resources and information to the field and financial support via competitive grants. This solicitation seeks providers to support both Adult Drug Court (ADC) and Veterans Treatment Court (VTC) Program grantees. ADC TTA providers for all categories in this solicitation are expected to participate in an ADC TTA collaborative to work together to assist states, veterans, tribes, and local justice system officials and treatment professionals to implement evidence-based drug court practices.

Statutory Authority: Any awards under this solicitation would be made pursuant to 34 U.S.C. § 10619. Additional authority for awards under this solicitation may be provided by a full-year appropriations act for FY 2019. As of the writing of this solicitation, no full-year appropriation for the Department of Justice has been enacted for FY 2019.

Program-specific Information

The ADC TTA Initiative provides resources to states, territories, state and local courts, counties, units of local government, and federally recognized Indian tribal governments to establish or enhance adult drug courts and systems for substance-abusing offenders.

Objectives:

The objectives of the ADC TTA Initiative are to assist newly established and operational adult drug treatment court programs to:

- Build and maximize capacity.
- Ensure drug court participants are identified and assessed for risk and need.
- Ensure drug court participants receive targeted research-based services.
- Enhance the provision of recovery support services.
- Ensure the provision of community reintegration services to achieve long-term recovery.
- Assist in collecting and reporting on performance measures and identify and explain trends.

All of the selected providers will, with guidance from BJA:

- Identify and implement cost-effective training strategies that prioritize and arrange training events for jurisdictions displaying the highest need in accordance with OJP Conference Cost requirements, work plan development and approval, and follow-up reporting.
- Identify and maintain a list of expert consultants for TA support to grantees; consultants should represent all of the drug court team disciplines.
- Expand TTA services to address areas consistent with Administration priorities (i.e., rural and tribal communities, partnerships with law enforcement, and addressing the opioid crisis).
- Support national and federal partners and the ADC TTA collaborative on related projects and maintain a presence at conferences, workshops and training events related to drug court programs, budgeting travel costs appropriately.

- Participate in BJA's GrantStat, which calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as the TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives.

CATEGORY 1. ADULT DRUG COURT PLANNING INITIATIVE (DCPI).

BJA is seeking a provider to implement the BJA Adult Drug Court Planning Initiative (DCPI). The provider will manage the DCPI, which includes coordinating with the selected VTC TTA provider for the VTC Planning Initiative (VTCPI) and the selected Tribal Healing to Wellness Court (THWC) TTA provider for the THW Planning Initiative (THWPI).

Deliverables: with guidance from BJA, the selected provider will:

- Develop and manage the ADCPI, VTCPI, and THWPI competitive online application process in coordination with the VTC and THWC TTA providers.
- Identify and recommend to BJA a minimum of 50 sites to be trained per year, with at least 10 team members per site.
- Lead each team through the 2.5-day BJA-approved ADCPI, VTCPI, and THWPI training, resulting in implementation of a drug court program.
- Provide post-training TA to assist all selected teams (a minimum of 50) with finalizing an implementation plan for operating an adult drug court.
- Administer evaluations after each training to capture feedback on improving upcoming trainings.
- Update the training curriculum to ensure the latest in drug court research findings.
- Make available for download or online streaming all DCPI training sessions.
- Follow up with trained drug court teams and track their implementation process, note implementation challenges, and provide limited ongoing technical assistance.
- Oversee and facilitate mentor court peer learning sessions for 10 training locations in with existing drug court mentor sites and coordinate all logistical and meeting activities. Current mentor courts are: <https://www.ndci.org/resources/training/visit-a-mentor-court/>.
- As possible, provide travel and per diem support for team participants to attend the mentor court sites.

CATEGORY 2. ADULT DRUG COURT TRAINING INITIATIVE (DCTI) AND THE NATIONAL DRUG COURT RESOURCE, POLICY, AND EVIDENCE-BASED PRACTICE CENTER (RESOURCE CENTER). BJA is seeking up to two providers: one to implement the DCTI and a second to maintain the Resource Center.

Deliverables: with guidance from BJA, the selected providers will:

- Update and maintain the training curriculum on the DCTI web page.
- Offer a menu of the current 22 BJA-approved drug court trainings.
- Offer a training course that introduces law enforcement to justice responses to addiction and related crime with a public health emphasis on treatment.
- Support at least 50 onsite trainings using BJA-approved drug court trainings.
- Support speakers to present at a minimum of 26 state-sponsored trainings
- Support hosting online train-the-trainer operational tune-ups.
- Develop a mechanism to determine a specific drug court program's training needs.
- 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.
- Update training curricula based on newly identified needs, emerging issues, and incorporate

the latest drug court research findings.

- Provide 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.

With guidance from BJA, the selected provider for the Resource Center will:

- Maintain 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. The current database is at <http://ndcrc.org/>
- Work with BJA and others to maintain a searchable, online map of U.S. drug courts.
- Update and conduct an annual survey of drug courts nationwide and publish the findings.
- Work in collaboration with the THWC TTA provider to develop and market a THWC survey.
- Develop and disseminate drug court evidence-based practices, fact sheets, videos, statutory and case law development, podcasts, and interactive webinars on emerging topics in the drug court field.
- Review relevant and cutting edge research in the drug court field and develop an annual “Drug Court Review” publication, which translates the latest research in a usable, practitioner-friendly manner.
- Collect, curate, catalog, and make available drug court operational documents such as policies and procedures manuals, research findings, and evaluation summaries.
- Work with the ADC TTA collaborative to ensure its materials, findings, and events are disseminated via the Resource Center.

CATEGORY 3. ADULT DRUG COURT SITE-SPECIFIC TECHNICAL ASSISTANCE (SITE-SPECIFIC TA) PROGRAM. BJA is seeking a provider to implement site-specific TA to a pool of approximately 230 ADC Implementation and Enhancement grantees. BJA expects the provider to work with the state-based TA provider to ensure maximum coordination in delivering TA at the state and local levels.

Deliverables: with guidance from BJA, the selected provider will:

- Develop uniform TA request and response protocols.
- Provide proactive, comprehensive, and user-friendly TA for ADCs and Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) courts, including teleconferencing, peer-to-peer consultations, onsite TA, and TA by phone and email.
- Develop and maintain a Drug Court TA website to include information produced by the provider selected, tools for grantees, links to appropriate resources including the Resource Center, and a mechanism for requesting TA and providing feedback.
- Provide a mechanism to assess drug court fidelity to the Ten Key Components and evidence-based practices such as those identified in the NADCP’s Adult Drug Court Best Practice Standards. Information gathered from these assessments should be used to develop and inform the overall TA strategy and the tailored approaches to assist each site. For information on the components and standards see: <https://ndcrc.org/resource/drug-court-ten-key-components-to-adult-drug-court-best-practice-standards-crosswalk/>
- Propose methods for drug courts to conduct self-assessments to guide requesting technical assistance.
- Conduct site visits with approximately 85 newly awarded BJA ADC grantees (including facilitating strategic planning meetings, conducting trainings, assisting with program design, reviewing data collection and analysis strategies, and advising them on meeting their objectives), and submit a report to BJA within 60 days after each site visit that summarizes

the 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 the TA recommendations.
- Plan for and host distance learning such as webinars and subject-specific conference calls.
- Develop and maintain a listserv of BJA drug court 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 their program performance measures, and using data and program performance measures 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.
- Implement an instrument for TA customer evaluation and feedback to communicate the level of satisfaction with the services provided, and track and report results to BJA.
- Convene an annual in-service training for TTA staff and consultants to ensure all TTA providers have mastery of drug court evidence-based practices and in assisting drug courts with assessments (as mentioned earlier) and in developing a TTA plan. Also plan to include all the TTA provider organizations and their staff in the training.

CATEGORY 4. ADULT DRUG COURT STATE-BASED TECHNICAL ASSISTANCE (STATE-BASED TA) PROGRAM. BJA is seeking a provider to provide TA to a pool of approximately 40 state courts (including BJA-funded statewide grantees and the state court problem solving field at large). BJA expects the selected provider to work with the site-specific TA provider to ensure maximum coordination delivering TA at the state and local levels.

Deliverables: with guidance from BJA, the selected provider will:

- Develop uniform TA request and response protocols for the ADC statewide grantees.
- Provide proactive, comprehensive, and user-friendly TA for statewide ADC grantees, including teleconferencing, peer-to-peer consultations, onsite TA, and ongoing TA by phone and email.
- Conduct site visits with approximately 15 newly funded BJA statewide drug court grantees (including facilitating strategic planning meetings, conducting trainings, assisting with program design, reviewing data collection and analysis strategies, and advising them on meeting their objectives), and submit a report to BJA within 60 days after each site visit that summarizes the 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 the TA recommendations.
- Plan for and host distance learning such as webinars and subject-specific conference calls.
- Convene quarterly statewide drug court meetings (two face-to-face and two remote) during regularly scheduled drug court events.
- 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 management information system (MIS) and evaluation capacity.
- Assist states to implement a systems approach to increase their statewide drug court capacity and the numbers of high risk/high need participants in existing drug courts.
- Assist states in exploring and leveraging their ADC partnerships to develop research-based strategies to address the risk and needs levels of defendants with substance abuse issues.
- Track and assist states that are developing standards/certification processes to ensure the operation of drug courts with fidelity to evidence-based practices, translating this experience to other states.

- Assist states to build their administrative court office capacity to meet the training, tracking, and implementation of evidence-based practice requirements of drug courts.
- Assist states to use data and program performance measures to ensure drug court sustainability.
- Coordinate the provision of local drug court TA with the statewide drug court coordinator.
- 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.
- Lead the ADC TTA collaborative to implement a telemedicine technology strategy for drug court practitioners.
- Produce a minimum of four trending practitioner-friendly publications and resources.
- Maintain a drug court National Online Learning System.

CATEGORY 5. VETERANS TREATMENT COURT SITE-SPECIFIC TRAINING AND TECHNICAL ASSISTANCE (VTC TTA) PROGRAM.

BJA is seeking an experienced provider to deliver intensive VTC TTA to a pool of approximately 50 VTCs (including BJA-funded VTCs) while also identifying and delivering support services in coordination with the state drug court administrators. The selected provider will coordinate an annual VTC conference and provide training consistent with the VTC model to include the NADCP Best Practice Standards and the VTC 10 Key Components.

Deliverables: with guidance from BJA, the provider will:

- Provide a wide range of comprehensive onsite/off-site TTA, including peer-to-peer consultations, teleconferencing, and quarterly webinars.
- Develop uniform TA request and response protocols for working with VTC grantees.
- Conduct site visits for approximately 20 newly funded BJA VTC 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 the 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 the TA recommendations.
- Provide a wide range of presentations and trainings, including at least one national and/or regional enhancement training.
- Work collaboratively with the state-based TA provider to coordinate veterans treatment court sessions at statewide drug court conferences; work collaboratively with the DCPI and DCTI provider(s) to coordinate the planning and training initiative for VTC grantees; and work collaboratively with the THWC TTA provider to coordinate veterans resources in tribal communities.
- Assist VTCs in using data and program performance measures to ensure drug court sustainability.
- Work collaboratively with the Resource Center to develop and maintain VTC resources, including publications, webinars, podcasts, and newsletters to load on the Resource Center website (www.NDCRC.org).

CATEGORY 6. TRIBAL HEALING TO WELLNESS DRUG COURT SITE-SPECIFIC TRAINING AND TECHNICAL ASSISTANCE (THWC TTA) PROGRAM.

BJA is seeking an experienced provider to deliver intensive THWC TTA to a pool of approximately 40 Tribal Healing to Wellness Courts (including BJA-funded THWC and Coordinated Tribal Assistance Solicitation [CTAS])

Purpose Area 3 grantees), while also identifying and delivering support services in collaboration with state drug court administrators.

Deliverables: with guidance from BJA, the provider will:

- Experience working with tribes;
- Provide a wide range of comprehensive on-site/off-site TTA, including peer-to-peer consultations, teleconferencing, and quarterly webinars;
- Develop uniform TA request and response protocols for working with the THWC grantees, including grantees funded under the ADC program and grantees working on THWCs funded under Purpose Area 3 of CTAS.
- Provide proactive, comprehensive, and user-friendly TA for THWC grantees, including teleconferencing, peer-to-peer consultations, onsite TA, quarterly webinars, and ongoing TA by phone and email.
- Conduct site visits with approximately 15 newly BJA-funded THWC 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 the 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 the TA recommendations.
- Conduct 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 developing two new publications and four webinars on a range of topics with a priority on the opioid crisis and partnerships with law enforcement.
- Work collaboratively with the Resource Center to develop and market a THWC survey.
- Work collaboratively with the DCPI and DCTI TA provider(s) to coordinate the planning and training initiative for THWC; with the State-based TA provider to coordinate tribal sessions at statewide drug court conferences; and with the VTC TTA provider to coordinate veterans resources in tribal communities.
- Complete project administrative and web-based tasks, including maintenance of the Tribal Healing to Wellness Court website (www.WellnessCourts.org).

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

NOTE: All applicants must demonstrate cost-effective approaches in delivering training and technical assistance specific to the category for which they are applying.

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 website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJA expects to make up to **seven awards** with an estimated total amount awarded of up to **\$20,700,000**. BJA expects to make awards for 24-month periods of performance, to begin on January 1, 2020.

The FY 2019 ADC TTA Initiative solicitation offers six categories. A separate application and budget must be submitted for each category:

Category 1. Adult Drug Court Planning Initiative (DCPI). Up to \$2,900,000. Competition ID: BJA-2019-15133

Category 2. Adult Drug Court Training Initiative (DCTI) and the National Drug Court Resources, Policy, and Evidence-Based Practice Center (Resource Center). Up to \$6,000,000; DCPI: \$4,400,000 and Resource Center: \$1,600,000. Competition ID: BJA-2019-15134

Category 3. Adult Drug Court Site-specific Technical Assistance (Site-specific TA) Program. Up to \$5,400,000. Competition ID: BJA-2019-15135

Category 4. Adult Drug Court State-based Technical Assistance (State-based TA) Program. Up to \$2,400,000. Competition ID: BJA-2019-15136

Category 5. Veterans Treatment Court Site-specific Training and Technical Assistance (VTC TTA) Program. Up to \$2,000,000. Competition ID: BJA-2019-15823

Category 6. Tribal Healing to Wellness Court Site-specific Training and Technical Assistance (THWC TTA). Up to \$2,000,000. Competition ID: BJA-2019-16131

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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 Award

BJA expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities²) must, as described in the Part 200 Uniform Requirements³ as 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

² For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section 4c of this solicitation.

³ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. This training is required for all OJP award recipients.

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

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.

Pre-agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal 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. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. 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

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

funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation 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, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the Budget Narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://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, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include 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 for individuals with limited English proficiency may be allowable. 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 "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see title page.

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

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, Time-task Plan, and Abstract.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the “Notes on File Names and File Types under [How to Apply](#) to be sure applications are submitted in permitted formats.

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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424;

therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response 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 (such as 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.
- Clearly describe potential partnerships and how the agency and its mission will contribute to the overall goals of the ADC TTA collaborative. The overall goals of the ADC TTA collaborative are to collectively assist over 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 it will collaborate with consultants, other partners, and organizations to assist state, tribal, and local criminal justice system officials and treatment professionals with the implementation of evidence-based practices.
- The applicant should describe its agency experience in the following areas: (1) ability to provide 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.

3. Program Narrative

The program narrative must respond to the solicitation and the Review Criteria (a–d) 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 narrative⁵:

- 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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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.bjatrainng.org/working-with-nttac/providers>

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

Note on Project Evaluations

An applicant that proposes to use award funds 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." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in

⁵ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://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).

An applicant should demonstrate in its budget narrative how it will maximize cost

effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the objectives 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 Budget Narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make subawards. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a subaward or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s); (2) describe in detail what each subrecipient will do to carry out the federal award and federal program; and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative (Section G. Subawards).

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000⁶)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at [2 C.F.R. 200.317 - 200.326](#)). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement

⁶ Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," DOJ will allow recipients (and any subrecipients) of awards made under the solicitation to use a simplified acquisition threshold of \$250,000 and a micro-purchase threshold of \$10,000, for federal grants administrative purposes.

contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-agreement Costs

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient 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).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1–800–458–0786 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 <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate

is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

Every OJP applicant is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. Additional Attachments

a. Project Timeline, Résumés, and Letters of Support

Attach a project timeline with each application with 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 two to three 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 Proposed Subrecipients

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.

d. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or state funding agency

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

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application."

e. Applicant Disclosure and Justification – DOJ High Risk Grantees⁷

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure.

⁷ A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

f. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below:

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are 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 would not be given an award 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), because the organization in such an instance might 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, each applicant is to address 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 actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

How To Apply

Applicants must register in and submit applications through [Grants.gov](https://www.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 <https://www.grants.gov/web/grants/support.html>.

Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. 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. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other) Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore (_)
Hyphen (-)
Space
Period (.)

Special Characters		
Parenthesis ()	Curly braces { }	Square brackets []
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma (,)	Semicolon (;)	Apostrophe (')
At sign (@)	Number sign (#)	Dollar sign (\$)
Percent sign (%)	Plus sign (+)	Equal sign (=)

***When using the ampersand (&) in XML, applicants must use the “&” format.**

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.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <http://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at

www.gsa.gov/samupdate to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/.

An application 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 as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-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 (CFDA) number for this solicitation is 16.585, titled "*Adult Drug Court Discretionary Grant Program*" and the funding opportunity number is BJA-2019-15086.
- 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.

Category 1. Adult Drug Court Planning Initiative (DCPI). Competition ID: BJA-2019-15133

Category 2. Adult Drug Court Training Initiative (DCTI) and the National Drug Court Resources, Policy, and Evidence-Based Practice Center (Resource Center). Competition ID: BJA-2019-15134

Category 3. Adult Drug Court Site-specific Technical Assistance (Site-specific TA) Program. Competition ID: BJA-2019-15135

Category 4. Adult Drug Court State-based Technical Assistance (State-based TA) Program. Competition ID: BJA-2019-15136

Category 5. Veterans Treatment Court Site-specific Training and Technical Assistance (VTC TTA) Program. Competition ID: BJA-2019-15823

Category 6. Tribal Healing to Wellness Court Site-specific Training and Technical Assistance (THWC TTA). Competition ID: BJA-2019-16131

7. **Access Funding Opportunity and Application Package from Grants.gov.** Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article.

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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on April 16, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.

After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are 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 such as issues with firewalls or browser incompatibility

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15 percent)

All applicants should describe the overall challenges facing communities in the United States as they relate to drug-involved crime and their needs to develop, implement, and enhance strategies specific to drug courts to address these issues.

Category 1 (DCPI): Provide a thorough understanding of the need for transferring knowledge and providing training to jurisdictions seeking to plan a new drug court via a drug court planning team. Describe the challenges communities face in planning and implementing local drug courts and the need for responsive training.

Category 2 (DCTI): 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, enhancing, and sustaining local drug courts and the need for responsive training.

Category 2 (Resource Center): Describe the challenges of disseminating information in such a way as to reduce the time to adoption of drug courts as an evidence-based practice and maintaining fidelity to the drug court models. Describe the challenges drug court practitioners face in accessing information and resources and the need to have a coordinated information dissemination tool.

Category 3 (Site-specific TA): Describe the challenges communities face in implementing, enhancing, and sustaining local drug courts and the need for technical assistance.

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

Category 5 (VTC TTA): Describe the challenges communities face in implementing, enhancing, and sustaining veterans treatment courts and the need for training and technical assistance specific to the VTC model.

Category 6 (THWC TTA): Describe the challenges tribal communities face in implementing, enhancing, and sustaining tribal healing to wellness drug courts and the need for training and technical assistance specific to the needs of tribes.

2. Project Design and Implementation (40 percent)

- Provide a complete description of the project design and implementation strategy. Describe how the proposed design and strategy for implementation will address each objective and deliverable under the relevant category (see pages 6–10). Identify specific strategies and approaches for the design and implementation strategy.
- Attach a timeline for completing the tasks and identify the percentage of time that will be dedicated by the individuals responsible for them, which should be tied to the overall program design. The descriptions in the timeline should include a detailed project time task plan that outlines the objectives of the project as well as each task and/or deliverable that will be completed to accomplish them. Applicants must include expected completion dates for the proposed objectives, and the person or organization responsible for ensuring that tasks are completed in accordance with the time task plan.

If applicable:

- Identify strategies to disseminate onsite 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.

3. Capabilities and Competencies (25 percent)

Describe how the applicant will bring the required capabilities and competencies needed to successfully implement the deliverables in a timely, high quality manner. Provide specific information including:

- 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). This should tie clearly to any relevant Memorandum of Understanding or Letters of Support from the relevant partners.
- Illustrate the ability to effectively manage complex training/technical assistance/resource center programs and projects.
- Detail the organization's experience in supporting successful completion of the proposed training programs and projects.
- Outline how the organization will recruit and partner with consultants and/or experienced drug court and/or tribal or veteran organizations if applicable to provide training/technical assistance/resource center projects.
- Describe how the applicant will coordinate with other partnering agencies to identify emerging issues and 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 two to three 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 (10 percent)

- Describe the process you will use to measure the performance of your project. This should include measures of adhering to project timelines, meeting deliverable 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 will share the measureable results of your program with your customers and stakeholders. Discuss how the project will address the collection of data from public sources where possible and any specific gaps in data working with drug courts and their related systems.

5. Budget and Budget Narrative (10 percent)

Provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Ensure adequate funds are included to support the proposed activities in the application and per the solicitation, including needed travel and staff to oversee the core management of the project with BJA and in coordination with partners. Budget

Narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project⁸.

Review Process

OJP is committed to ensuring a fair and open process for making awards. 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 an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include administration priorities (i.e., serve rural and tribal communities, support law enforcement, and combat opioids), geographic diversity, cost-effective TTA strategies, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the

⁸ Generally speaking, a reasonable costs 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.

non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Risks associated with all DOJ High Risk grantees⁹ are taken into account during the pre-award risk scoring, and each applicant with a DOJ High-Risk designation will be considered for funding on a case-by-case basis, depending on the nature and severity of the issues that led to the DOJ High Risk designation, status of progress in addressing corrective actions, and demonstrated ability to manage grant funds and achieve grant goals and objectives.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notifications 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 steps to take in GMS to

⁹ A "DOJ High Risk grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully executed award document must then be scanned and submitted to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards”](#) are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(a)(1).

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors

on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

As stated above, BJA expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

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

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation

Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Enhance the capacity of drug court practitioners to understand and implement the drug court model with fidelity and using the latest research through training.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	Number of curricula that were pilot tested	
Percentage of curricula that were revised after pilot testing		

Objectives	Performance Measure	Data Grantee Provides
Objective 2: Support the development, implementation, and enhancement of adult drug courts and veterans treatment courts at the state, local, and tribal levels with intensive technical assistance.	Percentage of requesting agencies that rated services as satisfactory or better	<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 that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit
	Percentage of requesting agencies that were planning to implement one or more recommendations	<ul style="list-style-type: none"> • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<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
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	<ul style="list-style-type: none"> • 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
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better

Objectives	Performance Measure	Data Grantee Provides
Objective 3: Assess and enhance the knowledge and capacity of the criminal justice field to manage high risk, high need drug-involved offenders.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • 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
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/ resources disseminated
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> • Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage increase in the number of visits to websites	
	Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to

Appendix B: Application Checklist
**BJA Adult Drug Court and Veterans Treatment Court Planning, Training,
Technical Assistance, and Resource Center Initiative**

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 28)
- _____ Acquire or renew registration with SAM (see page 28)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 29)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 29)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 29)
- _____ Select the correct Competition ID (see page 29)
- _____ Access Funding Opportunity and Application Package (see page 30)

- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 27)

- _____ 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 14)

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 30)

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

- _____ contact NCJRS regarding experiencing technical difficulties (see pages 2 and 30)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s):
 - Category 1: DCPI: up to \$2,900,000
 - Category 2: DCTI: up to \$6,000,000
 - Category 2: Resource Center: up to \$1,600,000
 - Category 3: Site-specific TA: up to \$5,400,000
 - Category 4: State-based TA: up to \$2,400,000
 - Category 5: VTC TTA: up to \$2,000,000
 - Category 6: THWC TTA up to \$2,000,000

Eligibility Requirement: See title page.

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 15)
_____	Project Abstract	(see page 16)
_____	Program Narrative	(see page 16)
_____	Budget Detail Worksheet	(see page 18)
_____	Budget Narrative	(see page 18)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 21)
_____	Tribal Authorizing Resolution (if applicable)	(see page 22)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 22)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 23)
_____	Additional Attachments	
_____	Project Timeline, Résumés, and Letters of Support	(see page 23)
_____	Work Product Examples	(see page 23)
_____	Applicant Disclosure of Pending Applications	(see page 23)
_____	Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	(see page 24)
_____	Research and Evaluation Independence and Integrity	(see page 25)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 13)